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Annual Budget

Board of County Commissioners

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"An Especially Notable Operations Guide"

For the Fiscal Year Beginning

October 1, 1992

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Palm Beach County Board of County Commissioners, Florida for its annual budget for the fiscal year beginning October 1, 1992.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

ANNUAL BUDGET
1993 - 94

PALM BEACH COUNTY COMMISSION

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CAROL A. ROBERTS, District 2
WARREN H. NEWELL, District 3
MARY McCARTY, Chair, District 4
BURT AARONSON, District 5
KEN L. FOSTER, Vice-Chair, District 6
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ROBERT WEISMAN, County Administrator

OFFICE OF FINANCIAL MANAGEMENT & BUDGET

DAVID D. WOOD, Director
STEVEN BORDELON, Budget Director

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HOW TO USE THE BUDGET DOCUMENT

The Palm Beach County Budget Document is divided into the following major sections:

County Administrator's Budget Message
This section provides an overview of the entire budget and highlights how the County is responding to the needs of our community, and the Board of County Commissioners' policy direction.

Introduction
This section provides general information about the County and its budget philosophy and process, and other general information.

Budget Summary Information
This section provides a quick reference to basic budget information in a capsuled form. Tables, charts, and graphs show an overall picture of the County's budget from several perspectives; budget assumptions describe how various factors affecting the budget are projected; and, finally there is information relating to the County's major revenue source - property taxes.

Budget by Department
This section of the County's FY 1993-94 budget is presented by department and contains information about County activities and expenditures.

Budget by Fund
This section lists all funds by fund type and shows that each group of funds is balanced in accordance with Florida statutory requirements.

Capital Improvement Program
This section highlights the County's capital improvements expenditures and provides an overview of the CIP needs, as well as proposed financing sources, for the five year period through FY 1998-99.

Debt Service
This section highlights the County's budgeted debt service expenditures and provides an overview of the projected debt service needs through FY 1998-99.

Appendices
This section contains general reference material of value to the reader. Included are: A glossary; financial policies (which form the foundation of the County's budget development and financial management processes); explanation of fund structure and governmental accounting; information about revenue sources and property taxes; and a summary of grant funding, showing incoming and outgoing grants.

ACKNOWLEDGMENTS

Special recognition should be given to the following individuals for their efforts in coordinating and preparing the 1993–94 Budget.

Office of Financial Management & Budget
(in alphabetical order):

Joseph Bergeron	Fiscal Manager II
Steven Bordelon	Budget Director
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Lynn Hance	Senior Secretary
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Denis Krajec	Financial Analyst III
Anita Martinetto	Fiscal Specialist II
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Elizabeth Purvis	Financial Analyst II
Richard Roberts	Assistant Director, OFMB
Margaret Russo	Administrative Secretary
Rubin Schertz	Financial Analyst II
James Schnell	Financial Analyst II
Ray Solaas	Financial Analyst II
Rebecca Webb	Budget Analyst
John Wilson	Financial Analyst III
Dave Wood	Director, OFMB

Special thanks to:

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for their early and continuous involvement in the budget process.

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for their expanded participation in this year's budget process.

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for the development and improvements to the budget reporting system–most notably Radcliff Brown, Stuart Kaplan, Robert LaRusso and Jeanne Rutstein.

Financial Management Division (OFMB)
for their work in the development of revenue projections and debt service.

Department Heads and their Staffs
for their extraordinary effort in formulating the budget.

BUDGET MESSAGE

Board of County Commissioners

Mary McCarty, Chair
Ken L. Foster, Vice Chairman
Karen T. Marcus
Carol A. Roberts
Warren H. Newell
Burt Aaronson
Maude Ford Lee

County Administrator

Robert Weisman

Office of Financial Management & Budget

INTEROFFICE MEMORANDUM

TO: Mary McCarty, Chair, and Members of the Board of County Commissioners

FROM: Robert Weisman, County Administrator

DATE: November 19, 1993

SUBJECT: **Adopted Fiscal Year 1994 Annual Budget**

I am pleased to present the adopted budget for Palm Beach County for Fiscal Year 1994, the period beginning October 1, 1993 and ending September 30, 1994. The budget strategies reflected in this document support the Board's continuing commitment to providing services in a cost effective and accountable manner.

This Budget Message provides an overview of the FY 1994 Budget. The format was designed in an effort to inform "beyond the numbers" and hopefully will give the reader additional insight and perspective regarding this year's budget development process. Major issues involved in formulating the budget and significant changes from the previous year are highlighted. The Budget Message is organized under the following topical headings:

I. Budget, Millage and Taxes

II. Salaries and Fringe Benefits

III. Size of Workforce

IV. Strategic Budget Process

V. Revenues and Fund Balances

VI. Major Budget Strategies

VII. Unfunded Items

VIII. Conclusion

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I. BUDGET, MILLAGE AND TAXES

Overall, the FY 1994 adopted budget is reduced to $1,582,317,758, a decrease of $14.7 million from the FY 1993 adopted budget. The net operating budget, which excludes capital, capital reserves, debt service, debt service reserves, and interfund transfers, is $670,735,094, an increase of $50 million, or 8.1%, from FY 1993.

Taxes and millage rates for FY 1993 and FY 1994 are presented in the table on page 3. The adopted budget reflects non-voted ad valorem taxes of $293,637,230 in FY 1994 compared to $287,044,278 in FY 1993. Total ad valorem taxes are proposed to be $305,170,923 in FY 1994 compared to $302,827,967 in FY 1993. This represents an increase of aggregate non-voted taxes of $4,531,557 over roll-back, or 1.57%. In accordance with F.S. 200, Truth in Millage (TRIM), this was the advertised tax increase for the budget as adopted.

The preliminary certification of taxable value for 1993 was received from the Property Appraiser on July 1. The 1993 taxable value to be used in preparing the millage rates for FY 1994 is currently estimated to be $51.930 billion. This is a net increase of $899.4 million (1.8%) over the previous year. The net increase consists of new construction of $1.17 billion (2.3%) and a decrease of $273.7 million (0.5%) in existing property values.

II. SALARIES AND BENEFITS

The ability to recruit and retain qualified employees is essential for the County organization, especially during this period of reduced staffing resources and escalating workload. The approved pay policies and applicable fringe benefits for employees under the Board of County Commissioners are set forth beginning on Page 4.

	FY 1993 ADOPTED MILLAGE RATE	FY 1993 ADOPTED TAXES	FY 1994 ROLLED-BACK TAXES **	FY 1994 ADOPTED MILLAGE RATE	FY 1994 ADOPTED TAXES	TOTAL TAXES INCR.<DECR.>	TAXES OVER<UNDER> ROLL-BACK
COUNTYWIDE	4.3178	$223,959,307	$224,746,943	4.3278	$224,743,414	$784,107	($3,529)
LIBRARY	0.3885	10,888,676	11,067,690	0.3915	11,067,690	179,014	0
FIRE/RESCUE	2.3879	51,936,703	53,031,326	2.6201	57,428,136	5,491,433	4,396,810
GLADES FIRE/RESCUE	0.3613	259,592	259,714	0.5673	397,990	138,398	138,276
NON-VOTED TOTAL		$287,044,278	$289,105,673		$293,637,230	$6,592,952	$4,531,557
COUNTYWIDE VOTED DEBT	0.3043	15,783,689		0.2221	11,533,693	(4,249,996)	
GRAND TOTAL		$302,827,967			$305,170,923	$2,342,956	

** Calculated in accordance with F.S. 200, Truth in Millage (TRIM)

Union (CWA) and Non-Bargaining Employees

- 3% ATB increase effective October 1, 1993

- 1, 2 or 3% merit increase, based on performance rating and awarded on employee anniversary date

- Budgeted average of 4%

Employees with Annual Salaries of $60,000 and Above

County Administrator will retain discretion to award either base salary increases, lump sum payments, or some combination, to management level employees. However, the Board has directed that salary costs be reduced for this group of employees.

Fire/Rescue Union (IAFF)

- 3% ATB increase effective February 1, 1994

- 5% step increase awarded on employee anniversary date (slightly less than half are eligible for step increases)

- New assignment pay:
  5% on 10/1/93 for Flight Medics (Trauma Hawk)
  2.5% on 10/1/93 for Special Operations employees

Fringe Benefits

Payroll costs associated with salaries include fringe benefits as follows:

- FICA Social Security Tax - 6.20% - FICA Medicare - 1.45%

- Retirement Contributions:
  18.42% - general employees
  27.31% - County officers
  27.59% - high risk employees

- Life and Health Insurance - $3,948 per employee

- Workers' Compensation - unit rates based on position category; a total of $8.95 million is budgeted in FY 1994, up from $7.30 million in FY 1993.

The Constitutional Officers were notified of the pay policies for Board employees and generally agreed to stay within the overall 4% budgeted increase being adopted.

III. SIZE OF WORKFORCE

The adopted FY 1994 budget provides for 8,038 positions, a net reduction of 81 positions from the 8,119 positions funded in the adopted FY 1993 budget. The number of positions assigned to Board departments will total 4,703 positions, a net reduction of 102 positions from FY 1993. Positions for Fys 1993 and 1994 are presented for each Department on page C-61 of the Budget Document and page C-45 of the Budget in Brief. Changes in the County workforce may be summarized as follows:

		CURR. YEAR	BUDGET STRATEGIES		
	FY 1993	CHANGES	ADDITIONS	DELETIONS	FY 1994
Board Depts.	4,805	(19)	64	(147)	4,703
Const. Off.	3,314	0	21	0	3,335
TOTAL	8,119	(19)	85	(147)	8,038

Seventeen (17) Board departments will experience a net decrease in the number of approved positions; five (5) departments will maintain the same number of positions and eight (8) departments will experience an increase in the size of their workforce. With respect to the Constitutional Officers, only the Sheriff and the Tax Collector have requested net additional positions for FY 1994.

IV. STRATEGIC BUDGET PROCESS

A forecast of tax requirements for FY 1994 was initially presented to the Board of County Commissioners during January, 1993. Components of the projected $78.4 million "shortfall" were also presented along with potential strategies that could be used to reduce or eliminate the need for taxes above the roll-back level.

The first phase of the budget development process began with planning meetings during late January, 1993. The County Administrator, OFMB staff and the appropriate Assistant County Administrator met with each Department Director. The purpose of these meetings was to obtain information, identify issues and

offer ideas. Topics of discussion included: organization structure; workload and performance statistics; current service levels; issues facing the department; recap of prior years' budget reductions; summary of five year operational needs; and prioritization of programs for potential reduction.

During February, the County Administrator issued instructions for developing FY 1994 budget strategies. A target budget amount was assigned to each Department based on the department's current year (FY 1993) funding amount (adjusted for one-time costs and annualization of partially funded positions). In order to meet the target, each Department was required to identify base budget reductions sufficient to offset increases in salaries and fringe benefits as well as any increases in other operating accounts. Managers were encouraged to be innovative by proposing efficiency improvements, cost deferrals, privatization options, etc., to minimize impact on service levels. In addition, Departments were requested to identify opportunities for increased revenues by either increasing existing revenues or implementing new revenue sources. Finally, Departments were instructed to document and justify all requests for new (i.e., supplemental) funding.

On a separate track, the Management Team and Budget staff began identifying and evaluating various major budget issues involving both the operating and capital budgets. Meetings were held with the Sheriff and agreement was reached in regards to a "lump sum" funding increase for the Sheriff's operations. Projects in the Road Program were analyzed for available balances and an additional $18 million was earmarked to be swept into the reserve account. Scenarios for financing selected capital projects were prepared and meetings were held with officials from the Health Care District to discuss the ramifications of transferring the funding responsibility for the Medicaid Match to the District. Other issues, such as funding for affordable housing were researched and summarized in the form of "white papers". OFMB staff and the County's bond underwriters, with Board concurrence, initiated a series of bond refinancings in order to take advantage of favorable bond market conditions. These refinancings will reduce the County's debt service costs.

A third track of the budget development process entailed reviewing and rating each of the 350 major programs administered by Board departments. A subcommittee of the Budget Oversight Task Force (BOTF), in conjunction with OFMB staff, established procedures for rating the programs.

Program booklets were provided to each member of the BOTF subcommittee and a working meeting was held to develop consensus rankings for each of the programs. A recap of program rankings was provided to the Board of County Commissioners and the County Administrator.

During their first Budget workshop on March 29, 1993, the Board decided that it would also rank the County programs. A total of 35 programs were selected for discussion as a result of the Board's ranking process and these programs were discussed during April workshops.

Two major decisions were made on April 27th: The Board transferred the Medicaid funding responsibility to the Health Care District through a three year phase-out beginning in FY 1995 and directed staff to proceed with drafting an ordinance which would allow implementation of the additional 6 cents gas tax, effective January 1, 1994.

Budget Workshops were also held in May and June. Staff reported on the cumulative changes in the budget projections, updated the Board concerning receipt of preliminary property valuations including new construction and provided revised revenue estimates. During the June workshops, the Board directed staff to earmark funds for a new economic development program.

As a result of the various budget strategies, the projected $78.4 million in taxes above roll-back was reduced to $4.5 million.

The Board held meetings during July to consider the recommended budget. At the conclusion of those workshops, a Tentative Budget was approved. Two Public Hearings were held in September to receive public comments on the Tentative Budget and adopt a final FY 1994 budget.

V. REVENUES AND FUND BALANCES

Revenue estimates for FY 1993 exceeded the amounts budgeted for several of our major revenue sources including half-cent sales tax, state shared revenue and utility taxes. This favorable experience, in conjunction with increases in some departmental revenues, has helped to offset the projected increase in ad valorem taxes.

FY 1994 budget strategies included increasing cash reserves in the Fine & Forfeiture Fund by $3.9 million. This fund, because it is responsible for funding the Sheriff's operations, has considerable cash requirements which must be met prior to annual tax collections.

VI. MAJOR BUDGET STRATEGIES

A. Economic Development Fund

The Board demonstrated its commitment to economic development by establishing funds for this purpose. Funding is anticipated from the following sources: $4 million - ad valorem tax equivalents and $1.1 million - CDBG funds. The Board will attempt to leverage these dollars with Federal and private funds.

B. Reallocation of "Sweep" Reserves

The adopted budget reallocates $18 million of identified capital project sweeps and reserves to partially offset a portion of the projected FY 1994 budget shortfall. These reserves are in various ad valorem or ad valorem equivalent capital project funds. Excess dollars are primarily in projects that are either completed or are projected to have excess funding.

C. Elimination of Ad Valorem Funding for Road Program

The adopted budget strategies have relied upon elimination of ad valorem and ad valorem equivalent funding from the Road Program. A total of $10.4 million ($9.4 million in ad valorem and $1.0 million in sales tax) had been previously included in the projected funding sources for the Road Program. Additional gasoline taxes have been imposed effective January 1, 1994 which will produce $9.87 million in FY 94 for the Road Program. The net reduction in funding for the Road Program of $.53 million has caused some minor adjustments in projects scheduled for FY 94.

D. **Capital Projects - New Funding**

The County's investment in infrastructure continues with the FY 1994 Capital Improvement Budget. Ad valorem funding is included in the budget for the following projects:

Department	Project Description	AMOUNT
Community Services	Improvements at County Home	$ 500,000
Co-Tran	Buses, land, and various proj.	661,000
Criminal Justice	CJIS - Crim. Just. Info. System	2,086,000
Engineering	Various drainage & road projects	341,000
Env. Res. Mgmt.	Environmental compliance/cleanup	249,000
Facilities Mgmt.	Replace A/C at 901 Evernia	250,000
Fire/Rescue	Section VI land	255,000
	Underground tank replacements	200,000
	Building improvements - Battalion 5	20,000
General Services	Telephone syst. upgrade/expansion	264,000
	800 Mhz Trunked Radio	3,630,000
Public Safety	Emergency Operations Center	5,000,000
Non-Departmental	Public Bldgs. - ADA improvements	1,962,000
	Public Bldgs. - land	50,000
	Public Bldgs. - re-roofing	210,000
	Public Bldgs. - renovations	340,000
	Berean Baptist Church demolition	35,000
	Public Bldgs. - reserves	36,000
TOTAL FOR AD VALOREM FUNDED PROJECTS		$16,089,000

E. **Financing Fire/Rescue Alarm Office**

Financing the new Alarm Office will reduce ad valorem requirements in FY 1994 by $1.9 million. Although financing is more expensive than fully funding the project in FY 1994, this strategy will enable Fire/Rescue to avoid an even higher tax increase and spread the costs over the life of the facility.

F. Affordable Housing - Ad Valorem Funding

The additional $1 million in ad valorem funding for the Affordable Housing program was not recommended due to a projected carry-forward of $2.395 million that will be available in FY 1994. In addition, the County expects to receive $958,000 in State Housing Initiative Partnership (SHIP) funding.

G. Departmental Budget Strategies

The following narrative presents an overview of each Department's budget reduction measures as well as any approved supplemental increases. The FY 1994 approved funding level is compared to FY 1993 with the resulting differences noted. In some cases, tax equivalent support is also referenced. The term "tax equivalent" refers to unrestricted non-ad valorem tax revenues which, if not available, would require a dollar-for-dollar increase in ad valorem revenues. The major tax equivalent revenues include utility tax, sales tax, state shared revenues, gas tax, interest and departmental revenues.

1. Agriculture

Programs administered by this Department were the subject of extensive discussion by the Board of County Commissioners. From the discussion, it became apparent that the title of "Agriculture" does not adequately describe the services provided by the Department and accordingly, the Department has been renamed as the "County Cooperative Extension Service".

The Department's budget reduction strategies included the elimination of two positions (Receptionist and Sr. Clerk Typist) and reducing various operating expenses for a total of $72,373. The adopted funding total of $1,336,234 is 1.3% less than funded in FY 1993.

2. Community Services

Base budget reduction strategies included the deletion of 13 positions in the County Home ($351,212) and the deferral of a planned purchase of a passenger bus for Head Start ($125,940). This Department's adopted budget is $58.9 million, an increase in appropriations of 14.3% and a 8.4% increase in tax

equivalent support in comparison to FY 1993. This increase is primarily due to two factors. The higher costs for Medicaid Match (exceeding $3.2 million) account for the increase in tax equivalent funding with the remainder of the increase associated with additional grant revenues for Community Development Block Grant - CDBG ($1.1 million), Home Investment in Affordable Housing - HOME ($1.1 million), Head Start ($728,000), Low Income Housing Energy Assistance Program - LIHEAP ($552,000) and Housing Opportunities for People with Aids - HOPWA ($393,000).

3. Co-Tran

Base budget reductions identified by the Department totaling $151,803 were more than offset by supplemental increases of $5,197,000. The overall budget for Co-Tran will increase by 5.7% to $18,730,894 and the tax equivalent portion of the budget ($5,748,385) will increase by 6.4%.

Budget strategies include reducing the hours of operation for four of the ten Tri-Rail feeder routes and eliminating the feeder bus route that serves the Wellington area. Reductions in route coverage were recommended based on changes that would least affect riders.

The adopted budget includes a total of $5,197,000 in supplemental funding for the replacement of 13 buses for the Tri-Rail feeder routes, construction of the Internodal Transit Hub and the purchase of land for a new administrative and operations facility. These supplemental increases will primarily be funded by grant funds except for $488,700, which is the County's local match.

4. County Administrator

Adopted budget strategies reduced the total budget for County Administration to $1,226,432 in FY 1994, a reduction of 11.2%, however, the tax equivalent funding is only reduced by 4.1% due to a decrease in the departmental charge-off revenues. The reorganization of the Organization Effectiveness program will result in tax savings of approximately $119,000 by transferring one position to the Water Utilities Department and transferring the remaining position to Public Affairs. In addition, a reduction of $15,418 will be realized by reducing the full-time Receptionist position to on-call status.

5. County Attorney

The County Attorney's budget will be $3,227,755 FY 1994, an increase of .2%, however, resulted in a tax equivalent decrease of 12.4% from FY 1993. The budget reduction strategies included a cut of $127,000 for outside legal services. The decrease in tax equivalent funding is primarily due to an increase in departmental charge-off revenues.

6. County Library

The adopted FY 1994 budget for the County Library is $13,980,702, an increase of 1.8% above the FY 1993 funding level although taxes are at roll-back. Use of impact fees to purchase books and other library materials will relieve ad valorem requirements by $842,961.

The budget includes $294,971 in supplemental funding for ten new positions and other operating costs associated with opening a branch library in West Boynton Beach.

7. Criminal Justice Commission

There were no base budget reductions for this Department. A supplemental funding increase of $1,920 was approved for ISS support of the office's local area network.

8. Employee Relations & Personnel

The budget for this Department was reduced to $1,992,865, a decrease of 3.1% from the FY 1993 funding level. Budget reduction strategies included eliminating two positions (Records Clerk and Classification & Pay Analyst) and reducing various operating costs.

9. Engineering & Public Works

The FY 1994 budget includes $30,474,579 for the Engineering Department, a reduction of 4.2% from the FY 1993 budget amount.

Base budget reduction strategies totalled more than $1 million for the Department. Major strategies included eliminating seven positions in various Divisions ($235,844), reducing inventory purchases in Traffic Engineering ($211,721) and reducing the rental of equipment in Road Maintenance ($265,423). Supplemental funding of $44,924 was approved for a new data management system in Land Development.

10. Environmental Resources Management

The tax supported portion of ERM's budget will increase less than 1% (from $3,040,026 to $3,051,875) due to the elimination of an Inspector position in the Mosquito Control program. The total budget will be reduced to $6,722,504, a 19.6% reduction due to a reduction in the Petroleum Tank Clean-up Program.

11. Equal Opportunity

This Department's FY 1994 budget decreased to $1,013,138, a reduction of 8.7% from the previous year's funding level. During the Board's review of programs, staff was directed to eliminate the "Community Relations" program. This reduction resulted in a savings of $87,914 (2 positions and operating costs). In addition, the workweek for three employees assigned to the W/MBE program has been reduced to 36 hours per week for a savings of $12,000.

12. Facilities Planning, Design & Construction

This Department continued to downsize in terms of funding and positions. The FPD&C Department is budgeted for 41 positions and $2,325,343 for FY 1994, a 5% reduction from the current year. The tax equivalent funding was decreased by 13.4% as a result of higher charge-off revenues. The following budget reduction strategies were implemented for FY 1994: elimination of 2 CAD Tech positions ($31,746); elimination of Architectural Specialist ($18,968); reduction in workweek of Space Planner ($17,913); elimination of vacant Real Estate Technician position ($22,252); and reduction in janitorial services and miscellaneous expenses for the D & D Centre ($56,668). Supplemental increases were approved for a copier upgrade ($3,632) and additional network database ($1,450).

13. Financial Management & Budget

OFMB also continued to reduce staff. In FY 1994, two positions were deletiond (Financial Analyst - $45,795, Secretary - $28,099) and the budget for outside contractual services was reduced by $24,000. The FY 1994 budget and tax equivalent funding is maintained at the FY 1993 level.

14. Fire/Rescue

The Fire/Rescue Department's FY 1994 budget increased to $67,598,055, an increase of 9% over the current approved budget. The tax supported portion of the budget totals $57,826,126, an increase of $5,629,831, or 10.8%, over FY 1993. However, the tax increase over roll-back is calculated at $4,535,086.

Revenues generated by the Department will decline by almost $1.5 million (from $8,746,923 in FY 1993 to $7,240,074 in FY 1994) as a result of the termination of the contracts with Tequesta and Highland Beach. The loss of these revenues in FY 1994 will be partially offset by the closure of Station No. 44 in Highland Beach.

In an effort to limit the size of the budget increase in FY 1994, the Department has identified approximately $1.9 million in deferrals or deletions of planned purchases. The highest value items include an aerial truck ($575,000), special operations truck ($400,000), engine truck ($240,000), and communication equipment ($200,000).

Supplemental increases were approved for 12 firefighters to staff Station No. 20 in the Acreage ($396,917) and for two positions for Trauma Hawk air ambulance ($107,619). Costs associated with trauma operations will be reimbursed by the Health Care District.

15. General Services

This Department's budget increased to $29,935,767, an increase of 5.9% over FY 1993. The portion of the budget funded by tax equivalent dollars totals $13,051,065, an increase

of 6.2% over FY 1993. These increases are attributable to additional costs associated with new facilities.

Base budget reductions totaling $714,360 were submitted by the Department, including the deletion of eight positions as follows: 7 vacant positions in Facilities Management ($294,000); and a Fixed Asset Specialist ($28,500). Reductions also include $106,260 savings in reduced telephone system service due to Megalink installation; postponement of various maintenance projects ($78,000); and a $41,000 reduction in ISS charges.

A total of $1,097,300 was approved for supplemental increases including 7 positions for maintaining the new courthouse and criminal justice complex ($780,524), vendor contract for repair and maintenance of telephone systems ($128,900) and 4 positions in Communications ($144,460) to maintain various communication systems in new facilities.

16. Information Systems Services

ISS costs increased to $14,263,560. The Department made base budget reductions of $886,969 by eliminating thirteen (13) positions.

Supplemental increases of $500,000 were approved for countywide network modernization and $500,030 for design and development of the civil court automation project. Costs associated with the civil court system will be charged to the Clerk of the Court.

17. Internal Auditor

The budget for the Internal Auditor increased 26.0% to $797,143 primarily due to the transfer of two positions from ISS. Charges for Services and Inter-departmental Billings, however, will increase 161.8%, resulting in a net reduction of tax equivalent funding of $29,438, or 5.7%.

18. Judicial

This Department includes three separate budget entities - Court Administration, Public Defender and State Attorney. The FY 1994 budget for the overall Department will increase to $14,849,022, or 2.8%, in comparison to FY 1993.

Court Administration has reduced its base budget by $86,261 for special public defender costs and $90,000 for various operating expenses. Supplemental increases total $474,117 consisting of the second phase of a 3 year automation plan ($310,514), 13 positions for converting contract electronic recording clerks to County employees ($66,603, net), CJIS design ($50,000), first year costs associated with new judgeship ($32,000) and video conferencing ($15,000).

Supplemental increases for the Public Defender total $182,789 and consist of computer hardware for CJIS ($126,045), computer supplies ($45,744) and a vehicle for out-of-County investigations ($11,000).

Supplementals increases for the State Attorney total $221,202 and include computer equipment ($165,771), two vehicles ($36,669) and a Security Guard ($18,762).

19. Metropolitan Planning Organization

The MPO's budget increased by 6.2% to $1,409,324 as a result of additional Urban Mass Transit Assistance Funding and a greater allocation of funding for State Highway Planning. Lower local match requirements resulted in a decrease in tax equivalent funding of $123,446 (35.9%).

20. Parks & Recreation

The total budget approved for FY 1994 is $21,423,584, up 7.4% over FY 1993 with a 10.3% increase for tax equivalent funding. Parks & Recreation's adopted budget reflects base budget reductions of $864,791, including 21 positions. Annualization of costs associated with facilities coming on line during the current year, supplemental funding of $199,146, and the transfer of $380,000 from the capital budget to the operating budget resulted in a net increase in the Department's budget of $1,480,336.

Approved supplementals included partial year funding for 6 positions for South Bay RV Park ($68,662), 2 positions for South County Regional Park ($33,272 - partial year funding) and 1 position for Lake Charleston Park Athletic Complex ($59,402).

21. Planning, Zoning & Building

The budget for this Department increased by 11.0% to $26,625,152 due to increases in revenues and balances brought forward in the Building Division, carryforward funding of $718,234 for equipment and services ordered in FY 93 that will not be delivered or provided until FY 94 and the carry forward of $756,690 in unexpended funds to reserves. Base budget cuts of $519,219 and the elimination of over $1 million in one-time costs in the other Divisions will result in a tax equivalent funding reduction of $688,988 (7.4%) for the Department. Eleven positions and the elimination of the Lot Clearing Program are included in the adopted budget reductions.

22. Public Affairs

The Department made base budget reductions of $100,872 including the elimination of three positions and other operating expenses. These reductions, along with the elimination of one-time costs, resulted in a 4.3% decrease in the total budget to $2,755,808.

Supplemental increases totaling $82,645 were approved to purchase equipment for Channel 20, including transmitter parts, demodulator as back-up equipment for the Commission Chambers, an uninterrupted power supply and a character generator for the remote truck.

23. Public Safety

This Department's budget decreased to $15,978,285, a reduction of 6.2% from FY 1993. Departmental revenues are projected to increase by $1.20 million and the tax supported funding for the Department decreased from $12.42 million in FY 1993 to $10.71 million, a reduction of 13.8%. During the budget workshops, the Board examined the level of services provided by the Animal Care & Control Division and directed staff to reduce program funding. Approved reductions in this Division's base

budget total $641,353 and include the elimination of 13 positions. Service level reductions will curtail late night field services, reduce staff at the Pahokee Shelter, reduce Humane Education and veterinary services, and will reduce hours that the shelter is open to the public from 7 to 6 days per week and daily hours from 7.6 to 7.0 per day. Reduction measures were also approved for other programs including elimination of the Substance Abuse Coordinator position ($62,000) in Victim Services and a clerical position in Youth Affairs Administration ($33,600).

24. Purchasing

The Purchasing Department's budget increased by 5.7% over FY 1993 to $2,223,806, with a corresponding increase in tax equivalent funding of 5.4%. A Store Clerk position was deleted during the budget process.

25. Risk Management

Risk Management's budget increased by 22.3% to $32,374,575. The increase is due to higher costs for employee health insurance ($2.4 million), workers' compensation ($1.4 million) and casualty insurance ($2.1 million). Approximately 85% of these added costs will be charged to tax supported departments. Excluding these countywide insurance costs, the Department's operating budget would have decreased by $100,000.

26. Constitutional Officers

The combined budgets of the Constitutional Officers increased by $10,423,882 to $203,474,486. Changes in the budgets for each of the Constitutional Officers are summarized below.

a. Clerk of the Courts

In absolute terms, the total budget necessary to fund the Clerk of the Court's operations, additional office rental space, and costs associated with countywide projects administered by the Clerk, increased by 6.8% to $23,906,470 for FY 1994. This increase includes $1,000,000 for the first year funding of a Civil Court automation project and $155,000 in carryforward funding. Excluding these rental and countywide

project costs, the Clerk of Court's FY 1994 operating budget shows an increase of 3.8% over the prior year.

b. Property Appraiser and Tax Collector

An overall 4% increase is provided for the Countywide share of total commissions estimated to be paid to the Property Appraiser and the Tax Collector based on statutorily determined formulas.

c. Supervisor of Elections

The Supervisor of Election's budget decreased by 16.8% to $2,473,714 for FY 1994. This reduction is attributable to the elimination of one-time funding included in the FY 1993 budget for voter registration computer equipment and reduced funding requirements resulting from FY 1994 being an "off-election" year.

d. Sheriff

The Sheriff's FY 1994 budget increased to $150,875,020, an increase of $8,399,833, or 5.9%, over FY 1993. The Sheriff's operating budget totals $149,239,001, the Law Enforcement Trust Fund (LETF) carryforward is budgeted for $1,058,600 and $577,419 is provided for other Sheriff's expenses (i.e., rental facilities). The Sheriff's agreement to delay opening any additional floors of the new jail is a major reason his budget increase was limited to 5.9%. Tax equivalent support will increase by $6,644,298, or 5.1%.

VII. UNFUNDED ITEMS

All requests for new funding were carefully evaluated given that any increase would create pressure to make further reductions in the existing budgets of County departments. The following list provides examples of funding requests that were not approved in the FY 1994 budget.

Description	Amount
ISS automation projects: CJIS database implementation, GIS implementation, imaging implementation, customer service improvements	$1,631,915
O&M costs associated with new facilities and newly developed park acreage	171,952
Fixed Asset Management computer and software upgrade	101,800

VIII. CONCLUSION

The budget sets forth the spending plan for next fiscal year and accordingly, represents one of the Board's most important policy documents. The adopted FY 1994 budget provides for a reduced employee base during a period when demand for services has not decreased. To the contrary, workload has increased for many of our programs and employees. Another significant factor is that, for the first time, funding has been approved in the budget for economic development in an effort to create jobs and improve the local economy.

Development of the adopted budget strategies involved many participants, including the Board of County Commissioners, the Management Team, Department Directors, general County employees and the Budget Oversight Task Force. The process subjected all aspects of the County's operating and capital budgets to prioritization. Program revenues, costs and activity levels were considered in our attempts to eliminate the need for a tax increase while minimizing the impact on service levels. The results are a budget that, except for the increases associated with Fire/Rescue, will not require any taxes above the roll-back level.

Finally, I would like to call attention to the GFOA's Distinguished Budget Award presented on the first page of the Budget Document. The FY 1992-93 Budget Document was rated as "Especially Notable" by an independent panel of experts. Since 1984, less than forty governments in the United States and Canada have received this elite award. This year's Budget Document maintains and hopefully improves upon the presentation of the Budget.

RW/GSB/sb

INTRODUCTION

INFORMATION ABOUT PALM BEACH COUNTY

History

Many years ago, when the area comprising Palm Beach County was part of Dade County, an election was held to determine whether the seat of county government should remain in Miami or be moved north. The people in the northern (Palm Beach) end of the county outvoted those in the southern (Miami) end, in favor of moving the county seat to Juno, at the upper end of Lake Worth. Later, when the population of Miami grew sufficient to offset the population of the Palm Beach area, permission was granted for the return of the county seat to Miami.

As legend has it, the relocation of the county seat from Juno back to Miami brought about a mild revolt on the part of our area's residents. On a dark and infamous night, some of our more enterprising citizens raided the new county courthouse in Miami and made a successful retrieval of the records. Unfortunately, as fate would have it, a court injunction caused a return of their "trophies of war."

Palm Beach County is 85 years old this year. The first Palm Beach County Commission met on July 6, 1909. The County had a population of approximately 5,500 residents and was about twice its present size (encompassing parts of what are now Broward and Okeechobee Counties and all of the present Martin County). West Palm Beach, dating from 1894, was the only incorporated municipality in the County.

Primarily a quiet agricultural community at its birth, with a small enclave of winter visitors on Palm Beach, the County experienced a major land boom in the 1920's, again after World War II, and the latest surge in growth which began in the early 1970's.

The County's estimated current population is 955,666 with projections of 1.87 million by the year 2020.

Fertile land and a sunny climate, motivating forces for the continuation of agriculture and tourism as two of the County's economic mainstays throughout its 85-year history, have also stimulated the growth of the area's construction industry and influenced major technological firms to locate within our borders, further bolstering the County's population and its tax rolls.

Services Provided

The County provides a wide range of services including law enforcement, fire protection, conservation and resource management, public transportation, libraries, health and welfare services, parks and recreation programs, comprehensive planning, road construction and street maintenance, water utilities and airports.

Form of Government

Palm Beach County is a political subdivision of the State of Florida, governed by the State Constitution and general laws of the State of Florida.

The legislative and governing body of the County is the seven-member Board of County Commissioners. Each County Commissioner is elected on a district basis for a four-year term of office and each County Commissioner is a resident of the represented district. The Commission elects a chairperson who serves as presiding officer.

As a result of a countywide general election of November 6, 1984, Palm Beach County became a Home Rule Charter County on January 1, 1985, operating under a County Manager form of government with separation of legislative and executive functions. The County Administrator is responsible for the operations of all departments of the County, except the five elected Constitutional Officers (Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections), joint State/County agencies and the Internal Auditor and County Attorney who report directly to the Commission.

Economic Trends

Palm Beach County is Florida's largest county in area, third in population and ninth in density. Growth has been the major influencing factor of the County in the last several years. Population has increased 66% since 1980 and the total non-exempt property valuation has increased 33% in the last five years.

Tourism and agriculture, together with the related service industries, are the leading sources of income for the County's residents. The County government is making a concentrated and continued effort to increase the number of visitors to our area each year. The "Glades" region is one of the nation's most productive agriculture areas. Manufacturing, primarily electronics and other high tech products, also plays an important role in the County's economy. The school system, the County and the Federal Government are the largest employers in the public sector.

Assessed Valuation and County Millage

The County's non-exempt assessed valuation for countywide millage purposes of $51.9 billion represents an increase of 1.8% over the preceding year. While the County added $1.17 billion in new construction, the existing properties decreased in value by $.27 billion.

Countywide property tax levies for the Board of County Commissioners for the last five years were distributed as follows: (amounts are per $1,000 assessed value)

Fund	1993-94	1992-93	1991-92	1990-91	1989-90	1988-89
General Fund	1.5843	1.8294	2.0702	2.1403	2.3004	2.2502
Special Revenue	2.4404	2.2123	1.8187	1.7854	1.7189	2.1401
Capital Projects	0.3031	0.2761	0.4419	0.6660	0.6238	0.3492
Voted Debt	0.2221	0.3043	0.3132	0.2397	0.2473	0.3167
Total Tax Rate	4.5499	4.6221	4.6440	4.8314	4.8904	5.0562

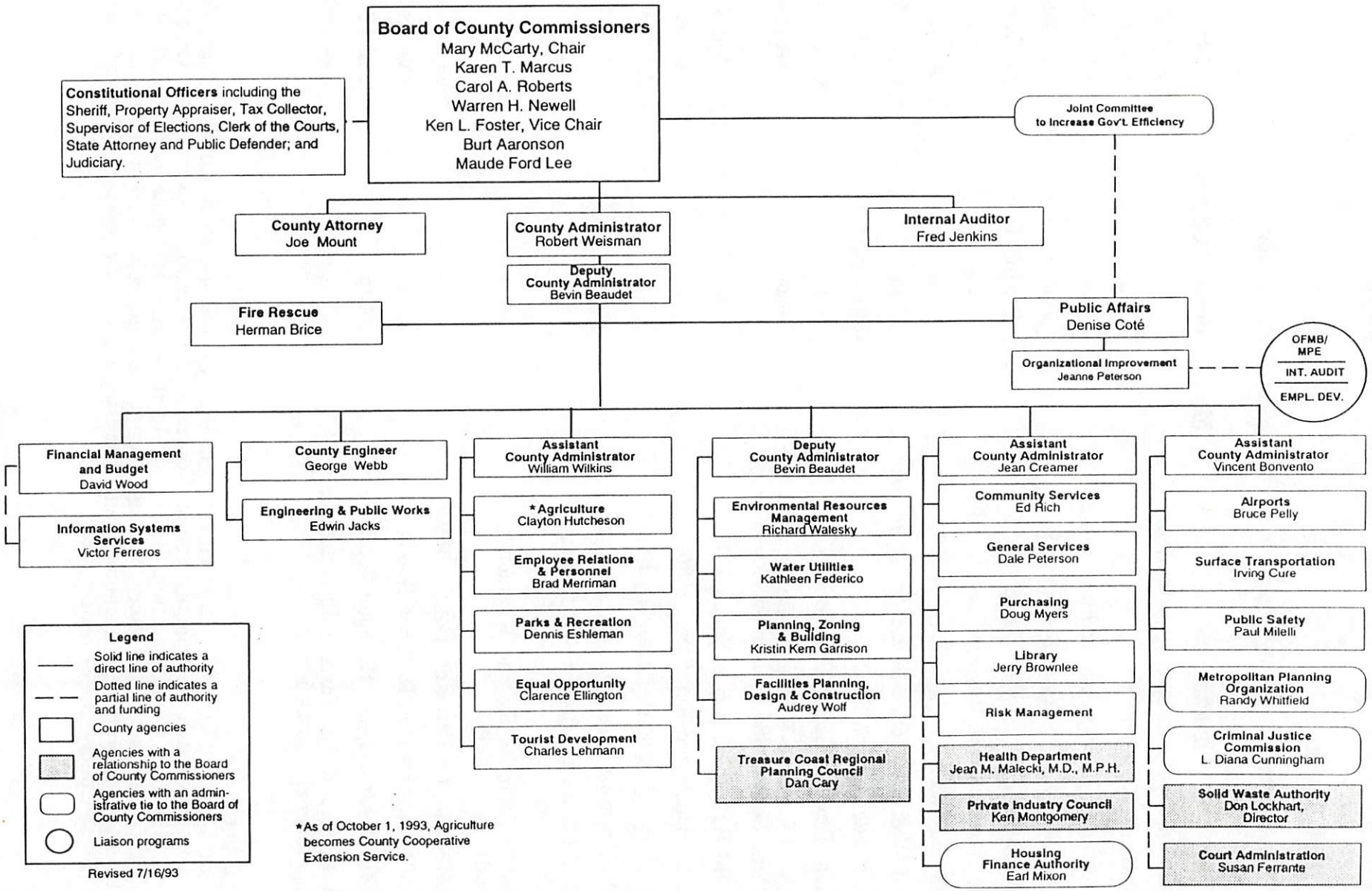
Bond Ratings

Ratings for the County's outstanding bond issues are as follows:

Bond Issue	Moody's Investor's Service	Other
2.5M Improvement Bonds, Series 1967	A	A (S&P)
6M Beach Acquisition	Aa	AA (S&P)
35M Beach & Park Acq. & Impv. Bonds	Aa	AA (S&P)
56.745M Water & Sewer System - 1984	Aaa	AAA (S&P)
18.645M Water & Sewer Bonds - 1985	Aaa/VMIG 1	Not Rated
59.53M W&S Ref. Revenue Bonds - 1986	A	A
29.875M W&S Revenue Bonds - 1993B	Aaa	AAA (S&P)
15M W & S Revenue Bonds, Series 1993A	Aaa	AAA (S&P)
1M Glades Health Facility	Not Rated	Not Rated
22.2M Revenue Refunding Bonds - 1993	Aaa	AAA (S&P)
26.54M Revenue Refunding Bonds, 1993 Refund Series 1986 Pub. Impv. Bonds	Aaa	AAA (S&P)
23.4M Refunding Bonds, Series 1993	Aa	AA (S&P)
30.7M Beach Acq Ref, Series 1986	A	A (S&P)
14.4M Beach & Park Refunding Bonds	Aa	AA (S&P)
50M Environmentally Sensitive Lands	Aa	AA (S&P)
233.6M Criminal Justice Fac. Bonds, Series 1989	Aaa	AAA (S&P)
117.5M Crim. Justice Fac. Refunding Bonds, Series 1993	Aaa	AAA (S&P)
10.47M Airport Ctr. Rev. Bonds, 1992	Aaa	AAA (S&P)
90.69M Airport Ref. Revenue Bonds	Aaa	AAA (S&P)
94.815M Airport Ref. Revenue Bond	Aaa	AAA (S&P)
3.85M Airport Sys. Taxable Subordinated Indebtedeness Series 1989	Aaa	AAA (S&P)

Other

On February 11, 1981 , an election was held in which Palm Beach County's blue-collar workers elected the Communication Workers of America to represent them. On May 12, 1981, the Communication Workers of America was certified as sole and exclusive bargaining agent with respect to wages, hours, time and conditions of employment for employees within the bargaining unit. The bargaining unit consists primarily of Palm Beach County's blue-collar workers.


Board of County Commissioners
Mary McCarty, Chair
Karen T. Marcus
Carol A. Roberts
Warren H. Newell
Ken L. Foster, Vice Chair
Burt Aaronson
Maude Ford Lee
Constitutional Officers including the Sheriff, Property Appraiser, Tax Collector, Supervisor of Elections, Clerk of the Courts, State Attorney and Public Defender; and Judiciary.
Joint Committee to Increase Gov't. Efficiency
County Attorney
Joe Mount
County Administrator
Robert Weisman
Internal Auditor
Fred Jenkins
Deputy County Administrator
Bevin Beaudet
Fire Rescue
Herman Brice
Public Affairs
Denise Coté
Organizational Improvement
Jeanne Peterson
OFMB/MPE
INT. AUDIT
EMPL. DEV.
Financial Management and Budget
David Wood
Information Systems Services
Victor Ferreros
County Engineer
George Webb
Engineering & Public Works
Edwin Jacks
Assistant County Administrator
William Wilkins
*Agriculture
Clayton Hutcheson
Employee Relations & Personnel
Brad Merriman
Parks & Recreation
Dennis Eshleman
Equal Opportunity
Clarence Ellington
Tourist Development
Charles Lehmann
Deputy County Administrator
Bevin Beaudet
Environmental Resources Management
Richard Walesky
Water Utilities
Kathleen Federico
Planning, Zoning & Building
Kristin Kern Garrison
Facilities Planning, Design & Construction
Audrey Wolf
Treasure Coast Regional Planning Council
Dan Cary
Assistant County Administrator
Jean Creamer
Community Services
Ed Rich
General Services
Dale Peterson
Purchasing
Doug Myers
Library
Jerry Brownlee
Risk Management
Health Department
Jean M. Malecki, M.D., M.P.H.
Private Industry Council
Ken Montgomery
Housing Finance Authority
Earl Mixon
Assistant County Administrator
Vincent Bonvento
Airports
Bruce Pelly
Surface Transportation
Irving Cure
Public Safety
Paul Milelli
Metropolitan Planning Organization
Randy Whitfield
Criminal Justice Commission
L. Diana Cunningham
Solid Waste Authority
Don Lockhart, Director
Court Administration
Susan Ferrante
Legend
Solid line indicates a direct line of authority
Dotted line indicates a partial line of authority and funding
County agencies
Agencies with a relationship to the Board of County Commissioners
Agencies with an administrative tie to the Board of County Commissioners
Liaison programs
Revised 7/16/93
*As of October 1, 1993, Agriculture becomes County Cooperative Extension Service.

PRINCIPAL OFFICIALS

PALM BEACH COUNTY GOVERNMENT

BOARD OF COUNTY COMISSIONERS

Karen T. Marcus
County Commissioner
District #1

Carol A. Roberts
County Commissioner
District #2

Warren H. Newell
County Commissioner
District #3

Mary McCarty
County Commission Chair
District #4

Burt Aaronson
County Commissioner
District #5

Ken L. Foster
County Commission Vice–Chair
District #6

Maude Ford Lee
County Commissioner
District #7

APPOINTED OFFICIALS

Robert Weisman, County Administrator
Joe Mount, County Attorney
Fred Jenkins, Internal Auditor

CONSTITUTIONAL OFFICERS

Dorothy H. Wilken
Clerk of the Court

John K. Clark
Tax Collector

Gary R. Nikolits
Property Appraiser

Richard P. Wille
Sheriff

Jackie Winchester
Supervisor of Elections

BUDGET PHILOSOPHY AND PROCESS

PHILOSOPHY

Palm Beach County is committed to providing quality service to its residents, at the lowest possible cost, in order to minimize taxpayer burden. In developing the County's financial plan, or budget, attention is first given to assuring that the budget will be in balance, both on an overall basis and in each of the County's funds. Any potential imbalances are eliminated by the County Administrator before the Tentative Budget is presented to the Board of County Commissioners for consideration and adoption at Public Hearings.

PROCESS

Fiscal Year

Palm Beach County's Budget is based on a fiscal, rather than calendar year. The fiscal year begins on October 1 and ends on September 30. Thus, FY 1993-94 runs from October 1, 1993 through September 30, 1994.

Statutory Requirements

In the State of Florida, county budgets are governed by State Statutes. Chapter 129 of the Florida Statutes, entitled "County Annual Budget", specifically directs that (among other requirements) a budget be prepared annually, and that it must be balanced. It further provides for amendment of the budget in limited circumstances, and prohibits expenditures in excess of budgeted amounts.

Funds Included

The County's budget is consolidated, and presents planned disposition of all available resources in all funds. The total budget is appropriated by the Board of County Commissioners, as the adopted financial plan for the County in the ensuing fiscal year.

Basis of Accounting

The County's accounting records for general governmental operations are maintained on the modified accrual basis: revenues are recorded when available and measurable; expenditures are recorded when the services or goods are received and the related liabilities are incurred. The County's proprietary operations are maintained on the full accrual basis: revenues are recognized when earned; expenses are recognized when incurred.

Budget Development Process

A forecast of tax requirements for FY 1994 was initially presented to the Board of County Commissioners during January, 1993. Components of the projected $78.4 million "shortfall" were also presented along with potential strategies that could be used to reduce or eliminate the need for taxes above the roll-back level.

The first phase of the budget development process began with planning meetings during late January, 1993. The County Administrator, OFMB staff and the appropriate Assistant County Administrator met with each Department Director. The purpose of these meetings was to obtain information, identify issues and offer ideas. Topics of discussion included: organization structure; workload and performance statistics; current service levels; issues facing the department; recap of prior years' budget reductions; summary of five year operational needs; and prioritization of programs for potential reduction.

During February, the County Administrator issued instructions for developing FY 1994 budget strategies. A target budget amount was assigned to each Department based on the department's current year (FY 1993) funding amount (adjusted for one-time costs and annualization of partially funded positions). In order to meet the target, each Department was required to identify base budget reductions sufficient to offset increases in salaries and fringe benefits as well as any increases in other operating accounts. Managers were encouraged to be innovative by proposing efficiency improvements, cost deferrals, privatization options, etc., to minimize impact on service levels. In addition, Departments were requested to identify opportunities for increased revenues by either increasing existing revenues or implementing new revenue sources. Finally, Departments were instructed to document and justify all requests for new (i.e., supplemental) funding.

On a separate track, the Management Team and Budget staff began identifying and evaluating various major budget issues involving both the operating and capital budgets. Meetings were held with the Sheriff and agreement was reached in regards to a "lump sum" funding increase for the Sheriff's operations. Projects in the Road Program were analyzed for available balances and an additional $18 million was earmarked to be swept into the reserve account. Scenarios for financing selected capital projects were prepared and meetings were held with officials from the Health Care District to discuss the ramifications of transferring the funding responsibility for the Medicaid Match to the District. Other issues, such as funding for affordable housing were researched and summarized in the form of "white papers". OFMB staff and the County's bond underwriters, with Board concurrence, initiated a series of bond refinancings in order to take advantage of favorable bond market conditions. These refinancings will enable the County to reduce debt service costs.

A third track of the budget development process entailed reviewing and rating each of the 350 major programs administered by Board departments. A subcommittee of the Budget Oversight Task Force (BOTF), in conjunction with OFMB staff, established procedures for rating the programs.

Program booklets were provided to each member of the BOTF subcommittee and a working meeting was held to develop consensus rankings for each of the programs. A recap of program rankings was provided to the Board of County Commissioners and the County Administrator.

During their first Budget workshop on March 29, 1993, the Board decided that it would also rank the County programs. A total of 35 programs were selected for discussion as a result of the Board's ranking process and these programs were discussed during April workshops.

Two major decisions were made on April 27th: The Board transferred the Medicaid funding responsibility to the Health Care District through a three year phase-out beginning in FY 1995 and directed staff to proceed with drafting an ordinance which would allow implementation of the additional 6 cents gas tax, effective January 1, 1994.

Budget Workshops were also held in May and June. Staff reported on the cumulative changes in the budget projections, updated the Board concerning receipt of preliminary property valuations including new construction and provided revised revenue estimates. During the June workshops, the Board directed staff to earmark funds for a new economic development program.

As a result of the various budget strategies, the projected $78.4 million in taxes above roll-back was reduced to $4.5 million.

The Board held meetings during July to consider the recommended budget. At the conclusion of these workshops, a Tentative Budget was approved. Two Public Hearings were scheduled for September to receive public comments on the Tentative Budget and adopt a final FY 1994 budget.

The Adopted Budget becomes effective on October 1st and a final budget document is published.

Amendments after Adoption

Florida Statutes specifically direct that upon the final adoption of the budgets, the budgets shall regulate the expenditures of the County and the itemized estimates of expenditures shall have the effect of fixed appropriations and shall not be amended or altered or exceeded except as provided by the Statute.

The Board of County Commissioners at any time within a fiscal year may amend a budget for that year as follows:

1. Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased with the approval of the Board of County Commissioners provided that the total of appropriations of the fund not be changed.

2. Appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund for any lawful purpose but no expenditures shall be charged directly to the reserve for contingencies.

3. The reserve for future construction and improvements may be appropriated by the Board for the purpose or purposes for which the reserve was established.

4. A receipt of a nature from a source not anticipated in the budget and received for a particular purpose, including but not limited to grants, donations, gifts, or reimbursement for damages, may, upon approval by the Board, be appropriated and expended for that purpose, in addition to the appropriations and expenditures provided for in the budget. Such receipts and appropriations shall be added to the budget of the proper fund.

5. Increased receipts for enterprise or proprietary funds received for a particular purpose may, upon approval by the Board, be appropriated and expended for that purpose, in addition to the appropriations and expenditures provided for in the budget.

Florida Statutes provide for the delegation of authority to approve certain types of budget transfers. The Board of County Commissioners has established procedures by which the Director of the Office of Financial Management and Budget may authorize certain transfers which are intra-departmental in nature, such as transfers of appropriations from one line item to another within a given department. All other budget transfers and amendments to the adopted budget must be approved by Board action, at a regularly scheduled Board meeting.

BUDGET ASSUMPTIONS

This segment of the budget document indicates some basic directions which have been approved by the County Administrator for the preparation of the 1993-94 budget and 1995-99 forecast.

FACTORS OUTSIDE COUNTY CONTROL

- Inflation rate will be 4% annually.
- Population growth - growth is estimated to be approximately 2.3% per year and will reach 955,666 by 1994 and 1,069,930 by 1999.
- Assessed value of new taxable construction will be $1.2 billion for 1993-94.
- Rates for interest income will average 4% annually. (Based on nationwide economic projections).
- Rates for interest expense will average 6% annually. (Based on specific debt issue).

FACTORS WITHIN COUNTY CONTROL

Financial

- Budgeted contingency amounts will be limited to 1992-93 levels.
- Budgeted cash reserve levels will be adequate to provide for cash flow requirements.
- All revenues and expenditures will be projected through 1998-99.
- Bond issuance will be preceded by a fiscal impact analysis including potential funding sources.

Administration

- 1993-94 Budget submittals will be separated to reflect:

  a) the costs of continuing existing levels of service, recognizing annualization and inflation; and

  b) the cost of proposed additions to existing levels of service through enhanced levels, new facilities and new initiatives.

- New positions will be identified, prioritized and detailed justification will be provided.
- A detailed analysis must accompany all requests for new positions.

- There will be a 3% across-the-board pay increase on October 1 and up to a 3% merit increase on the employee's anniversary date for FY 1993-94.

- New positions will generally be budgeted at 75% of the annualized cost. If a new facility is scheduled to be opened during the 1993-94 fiscal year, any new positions to staff the new facility are to be budgeted only for the period of time the new facility will be operational.

- Budgeted staffing for peak-period needs should be accomplished by hiring employees who would be the first to go if workload does not warrant continued employment. This would be a condition of employment.

- Budget requests will be adequate to assure that safety standards are met.

- Application of contract services will be considered as a cost effective alternative wherever possible, especially for new facilities.

Equipment Purchases

- Budget requests for additional equipment will be accompanied by a utilization assessment, comparative buy vs. rent or lease/purchase cost analysis, and a cost analysis of associated maintenance and personnel requirements.

- Equipment replaced due to age, mileage, or maintenance condition will be disposed of, as trade-in or at auction. The level of equipment inventory should thus not increase. In fact, it may decrease due to acquisition of more effective equipment.

General

- New facilities which will become operational in 1993-94 will be identified and requirements for their operation and maintenance will be provided.

- Budgeted construction management costs will be shown as a component of the related project cost. The ability to provide a total cost of construction management must exist.

- Capital Improvement Program Budget requests will require prioritization of projects, and identification of associated O & M costs.

Other Assumptions

- Five-year projections will be developed for all County expenditures and revenues in order to facilitate the update of the Palm Beach County Comprehensive Plan.

- Budget submittals will contain "Performance Measures".

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

BUDGET SUMMARY INFORMATION

OVERVIEW

PALM BEACH
COUNTY

BUDGET SUMMARY TOTAL COMPARISON
1992-93 FINAL BUDGET TO 1993-94 FINAL BUDGET

What Is The Budget?

The **budget** is a plan for the accomplishment of goals and objectives within programs identified as being necessary to the purpose of Palm Beach County government. Included in the format are estimates of the appropriations of the resources required, the tax and non-tax revenues available to support implementation and the number of positions estimated to fulfill the level of service represented by workload measures. In practice, the "budget" may be the plan presented to the appropriating body for adoption, labeled tentative, or the adopted budget, which is the legal authorization to expend County funds during the fiscal year. The budget may be amended during the fiscal year by the governing body in accordance with procedures specified by law and/or administrative order.

Total Budget

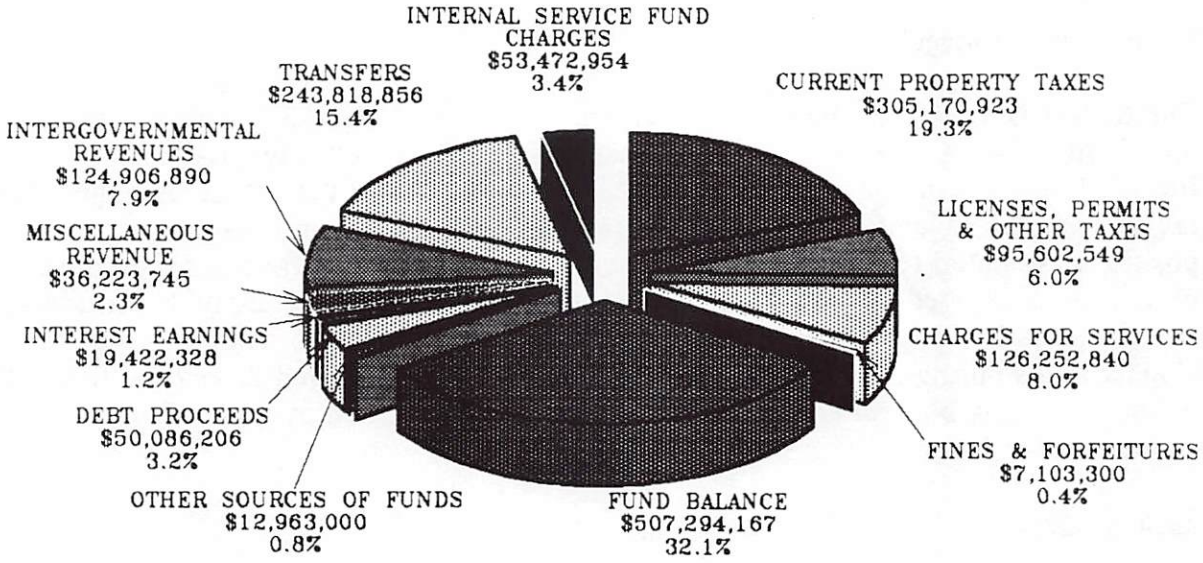
The total FY 1993-94 Budget is the final budget. It includes budget transfers from one fund to another and payments from one County department to another for services received.

Net Budget

The Net Budget subtracts transfers of money from one fund to another, or payments from one department to another, for services rendered from the legal budget amount. These interfund transfers are considered double-counted because they don't represent money coming into the County budget as revenue or leaving the County budget as expense. Interfund transfers are necessary to reflect movement of revenues within the legal budget from the fund where they are received to the fund where they are spent.

	FY 1992-93 FINAL BUDGET	FY 1993-94 FINAL BUDGET
Total Budget	$1,596,968,514	$1,582,317,758
Less: Interfund Transfers & Payments	(259,786,633)	(272,384,846)
NET BUDGET	$1,337,181,881	$1,309,932,912
Budgeted Reserves	$ 365,511,890	$ 342,052,295
Budgeted Expenditures	971,669,991	967,880,617
NET BUDGET	$1,337,181,881	$1,309,932,912

SOURCES OF FUNDS BY CATEGORY
TOTAL ALL FUNDS $1,582,317,758


INTERNAL SERVICE FUND CHARGES $53,472,954 3.4%
TRANSFERS $243,818,856 15.4%
CURRENT PROPERTY TAXES $305,170,923 19.3%
INTERGOVERNMENTAL REVENUES $124,906,890 7.9%
MISCELLANEOUS REVENUE $36,223,745 2.3%
LICENSES, PERMITS & OTHER TAXES $95,602,549 6.0%
INTEREST EARNINGS $19,422,328 1.2%
CHARGES FOR SERVICES $126,252,840 8.0%
DEBT PROCEEDS $50,086,206 3.2%
FINES & FORFEITURES $7,103,300 0.4%
OTHER SOURCES OF FUNDS $12,963,000 0.8%
FUND BALANCE $507,294,167 32.1%

Revenues for the County budget come from several sources, of which property taxes represent only 19.3% of the total. Of current revenues (excluding fund balance), property taxes represent 28.4% of the total.

Licenses, permits & other tax revenues include permit and building fees, delinquent property taxes, electricity franchise fees, utility service taxes and sales and use taxes.

Intergovernmental revenues consist of state revenue sharing, gas taxes, and state and federal grants.

Charges for services are revenues from park user fees, emergency service fees, fire protection fees, bus fares, airport landing fees, water and sewer fees as well as other types of user fees.

Interest earnings are revenues generated by funds invested by the County until they are needed. Reserves generate a significant amount of interest earnings.

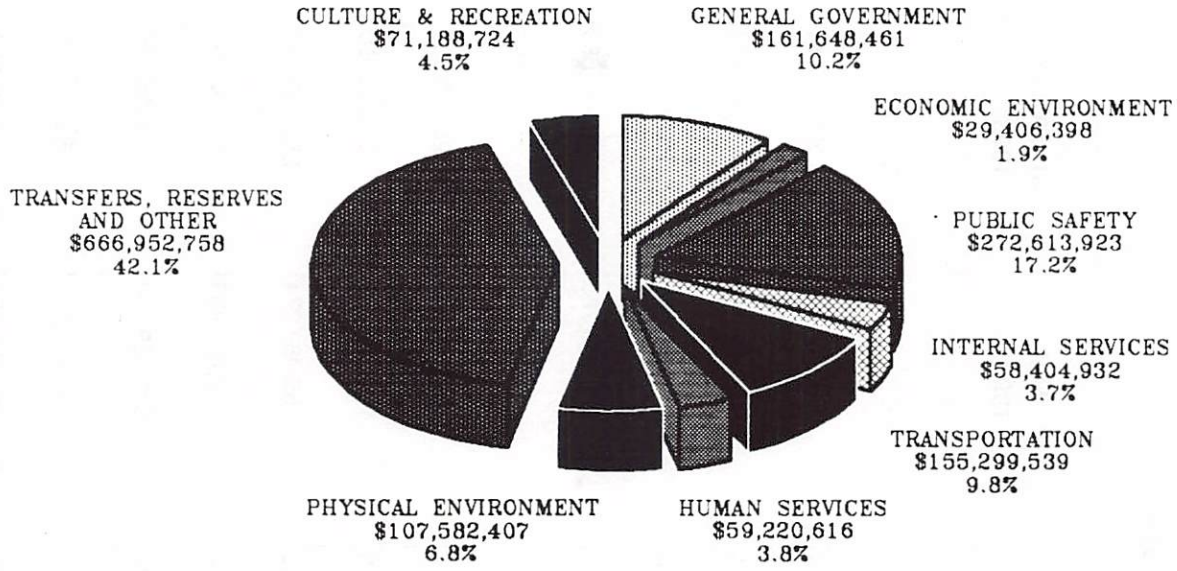
Transfers represent funds transferred from one fund to another. A transfer out of a fund is reflected as an expense while a transfer into a fund appears as a revenue.

Another revenue source is fund balance appropriated which is 32.1% of the total budget and represents carry-over funds from prior fiscal years. A major component of fund balance is reserves, which are discussed in the expenditure section of the graphs.

Internal service fund charges are not revenues to the County. They represent charges for services provided within the County governmental unit.

Debt proceeds represent proceeds from Okeeheelee Golf Course, Judicial Center Facility and Parking Garage, and Water Utilities bond issues and the First Municipal Loan Program.

EXPENDITURES BY FUNCTION
TOTAL ALL FUNDS $1,582,317,758



General Government - Services provided by the County for the benefit of the public and the governmental body as a whole.

Economic Environment - Expenditures used to develop and improve the economic condition of the community and its citizens.

Public Safety - Services provided by the County for the safety and security of the public.

Internal Services - Expenses incurred through services provided by one County agency to another.

Transportation - Expenditures for developing and improving the safe and adequate flow of vehicles, travelers and pedestrians.

Human Services - Expenditures with the purpose of promoting the general health and well-being of the community as a whole.

Physical Environment - Functions performed by the County to achieve a satisfactory living environment for the community as a whole.

Transfers, Reserves and Other - Funds which are transferred from one County fund to another and funds which are set aside to provide for unforeseen expenses, fund balance and payments of principal for other County bonds.

Culture and Recreation - Expenditures to provide County residents opportunities and facilities for cultural, recreational and educational programs.

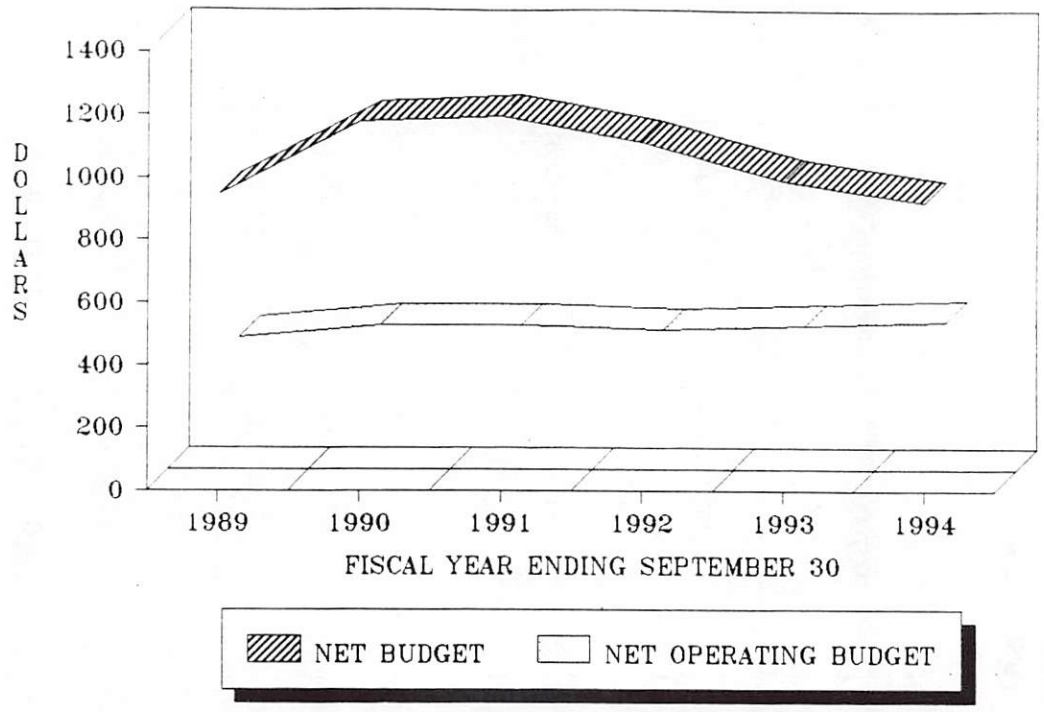
SOURCES OF FUNDS
FISCAL YEARS 1990–1994

CHARACTER	ACTUAL 1990	ACTUAL 1991	ACTUAL 1992	ESTIMATED 1993	BUDGET 1994
Current Property Taxes	$258,516,769	$261,327,916	$282,142,875	$285,501,856	$305,170,923
Licenses, Permits & Other Taxes	87,303,982	96,677,369	107,845,231	79,882,414	95,602,549
Intergovernmental Revenues	84,105,995	76,991,035	86,589,877	106,828,043	124,906,890
Charges for Services	107,140,002	106,223,386	115,070,347	118,797,611	126,252,840
Fines and Forfeitures	8,527,917	6,866,031	8,286,765	6,935,683	7,103,300
Miscellaneous Revenues	24,059,752	30,299,739	34,162,706	71,464,756	36,223,745
Interest Earnings	45,944,002	56,090,004	37,829,097	26,038,638	19,422,328
Operating Transfers	165,731,266	127,229,915	125,288,703	209,755,550	243,818,856
Debt Proceeds	242,857,968	412,195	55,982,274	253,392,002	50,086,206
Other Sources of Funds	18,267,387	12,989,647	17,722,433	16,586,691	12,963,000
Fund Balance	429,397,172	664,168,240	545,229,278	558,585,498	507,294,167
Intragovernmental Revenues	26,876,953	26,876,952	40,987,181	48,447,380	53,472,954
TOTAL	$1,498,729,165	$1,466,152,429	$1,457,136,767	$1,782,216,122	$1,582,317,758

USES OF FUNDS
FISCAL YEARS 1990–1994

FUNCTION	ACTUAL 1990	ACTUAL 1991	ACTUAL 1992	ESTIMATED 1993	BUDGET 1994
General Government	$130,476,692	$154,162,697	$149,539,846	$144,794,688	$161,648,461
Public Safety	269,891,295	226,316,065	240,874,852	230,299,435	272,613,923
Physical Environment	87,558,856	66,627,309	49,946,895	89,448,816	107,582,407
Transportation	149,554,798	129,628,381	100,928,091	114,071,455	155,299,539
Economic Environment	15,891,528	18,527,423	18,080,658	21,415,701	29,406,398
Human Services	51,041,124	56,071,178	50,399,297	54,701,628	59,220,616
Culture/Recreation	36,458,790	44,345,469	42,313,385	38,657,440	71,188,724
Transfers, Reserves & Other	218,879,304	198,752,771	196,269,578	533,277,743	666,952,758
Internal Services	24,113,553	27,521,521	42,929,474	48,330,595	58,404,932
TOTAL	$983,865,940	$921,952,814	$891,282,076	$1,274,997,501	$1,582,317,758

CONSTANT DOLLAR COSTS PER CAPITA

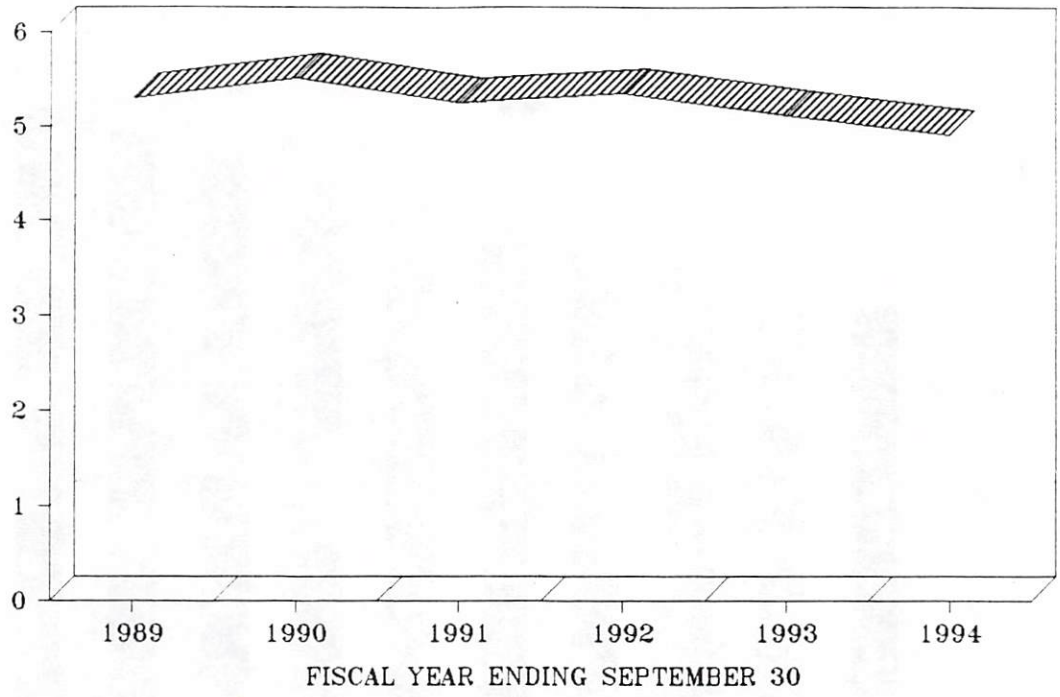


	1989	1990	1991	1992	1993	1994
NET BUDGET	$944	$1,179	$1,197	$1,116	$993	$925
NET OPERATING BUDGET	$419	$ 462	$ 459	$ 447	$461	$473

Palm Beach County's net budgets and net operating budgets for the fiscal years ending September 30, 1989 through 1994 are presented in constant dollars per capita to counter the effects of inflation and growth.

In FY 1993-94, the net budget in constant dollar cost per capita decreased by 7%, while the net operating budget in constant dollar cost per capita increased by 3%. After increases in prior years to maintain the level of service and provide much needed infrastructure for a growing Palm Beach County, the net budget in constant dollar cost per capita decreased in FY 93 and FY 94 while the net operating budget has increased only 3% annually.

BOARD OF COUNTY COMMISSIONERS
EMPLOYEES PER 1,000 POPULATION



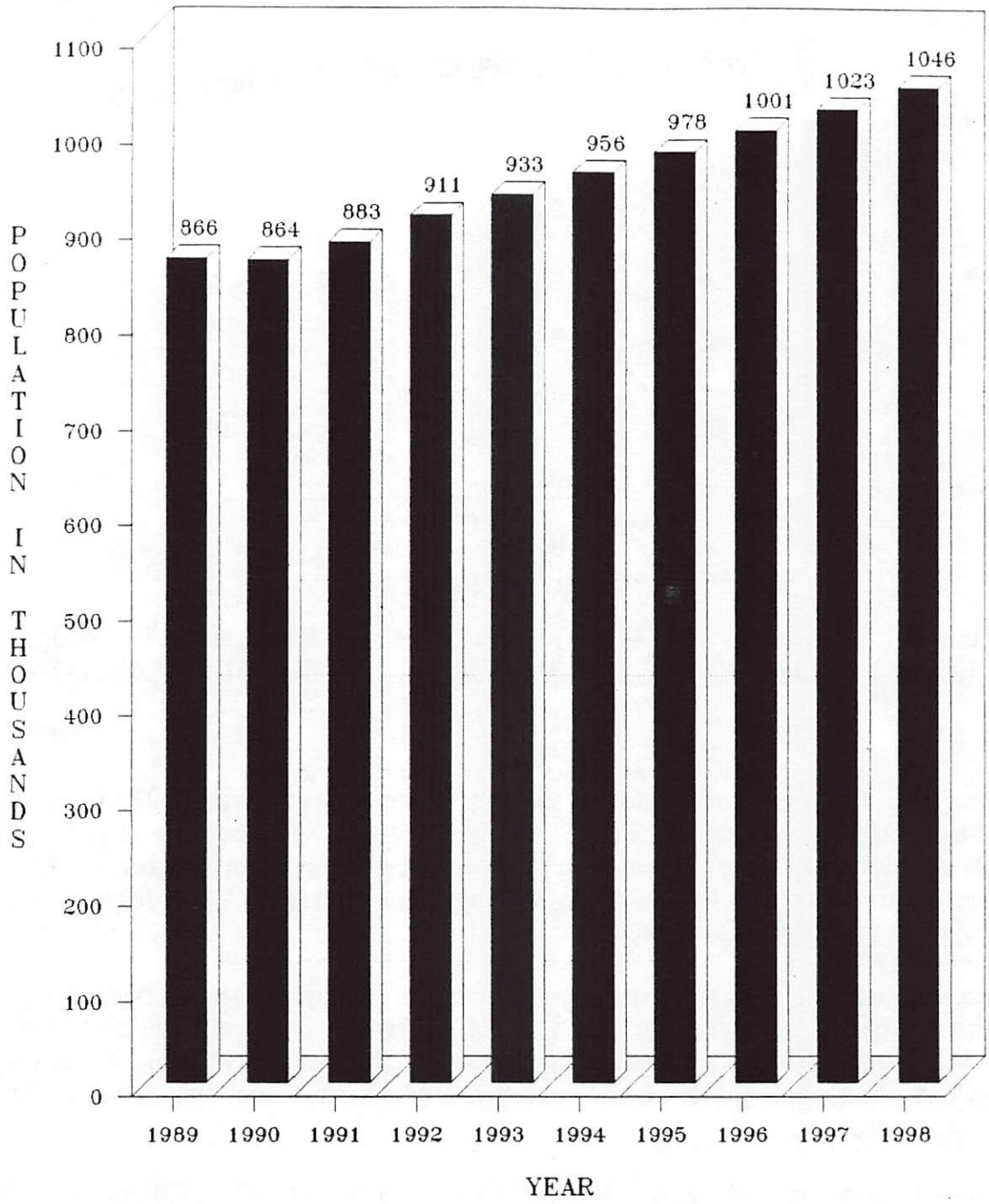
Actual FY 1988-89	Actual FY 1989-90	Actual FY 1990-91	Actual FY 1991-92	Estimated FY 1992-93	Budget FY 1993-94
5.31	5.52	5.26	5.36	5.13	4.92

Palm Beach County Board of County Commissioners has a total of 4,703 full and part-time employees budgeted for the 1993-94 fiscal year. The number of employees per 1,000 population is being presented in order to counter the effects of growth. This chart shows the true increases and decreases in employees from the 1988-89 fiscal year through the upcoming 1993-94 fiscal year.

Because personnel costs are a major portion of the County's operating budget, changes in the number of employees per 1,000 population have a direct relationship to the cost of providing services. An increase in employees per 1,000 population could indicate that the County is becoming more labor intensive, productivity is declining or service levels are increasing.

As indicated by the above graph, the Board's employees per 1,000 population has gone down from the 1989-90 fiscal year. This indicates that the County is becoming less labor intensive and productivity is increasing. The increase in FY 1991-92 was due to the Board of County Commissioners acquiring 145 positions formerly budgeted under the Property Appraiser. Without these positions, the BCC would have had 5.20 employees per 1,000 population.

POPULATION COMPARISON



As indicated by the above graph, the overall population for Palm Beach County has increased 10.4% over the past five years. Growth is not without problems. An expanding population has expanding needs for services such as law enforcement, fire and rescue, human services, transportation and recreation.

Additional people place additional demands on existing facilities creating expanded maintenance needs and ultimately the need for new facilities.

ORGANIZATIONAL CHANGES FROM THE FY 1992-93 BUDGET

Palm Beach County, like every large organization, from time to time finds it necessary to alter its organizational structure in order to more effectively manage and monitor certain programs or to add new programs as the need arises. In order to gain a clearer understanding of the 1993-94 Operating Budget, the reader should be aware of the following organizational changes that have been made since the FY 1992-93 budget was adopted and those changes that have been incorporated into the coming year. Also included in this section is information relating to changes in the location of various Operating Budgets within the budget document.

AGRICULTURE

The Department of Agriculture (001-100) was renamed County Cooperative Extension Service (001-310).

COUNTY ADMINISTRATION

Economic Development Co-ordination (002-260-2102) was established under County Administration to budget the personal services and operating expenses associated with a position approved for the Economic Development program.

COUNTY ADMINISTRATION/COUNTY COMMISSION

Organizational Effectiveness (001-260-2101) was combined with the Joint Committee to Increase Efficiency (001-300-3108) to form a new organization under Public Affairs, called Organizational Improvement (001-640-6406).

EMPLOYEE RELATIONS & PERSONNEL

Employee Development (001-340-3101) was combined with Personnel to form one cost center (001-340-3100).

ENGINEERING & PUBLIC WORKS

Engineering Fiscal Management (001-360-1230) was combined with Engineering Administrative Services to form one cost center (001-360-1210).

FIRE/RESCUE

Fund 190 and 199 were created to record special assessment fees and payments for Municipal Service Benefit Units created by ordinance in which residents of unincorporated areas around Boca Raton and Riviera Beach are serviced by hydrants owned by those municipalities.

JUDICIAL

The budgets of the State Attorney and Public Defender (001-520) were moved from the General Fund to the Criminal Justice Trust Fund (124-520).

MASS TRANSPORTATION

Fund 107 Mass Transportation Trust, was created to account for 50% of an additional 6 cent gas tax to be used for mass transit.

Palm Tran (991-540-5012) was created to account for state funding of the downtown shuttle bus system.

PARKS & RECREATION

The Positive Alternatives Youth Program (001-580-5241) was created to expand recreational uses of school facilities for after-school activities.

PUBLIC SAFETY

Probation Services (102-660-3230) has been eliminated and Probation and Victim Services Administration (102-660-3210) partially absorbed by Victim Services & Support (102-660-3220).

CHANGES FROM THE RECOMMENDED BUDGET

The adopted budget reflects an increase of $4,085,973 over the amount recommended by the County Administrator for the operating departments. The following chart shows the changes, by Department, from the recommended to adopted.

DEPARTMENT	INCREASE (DECREASE)
BOARD OF COUNTY COMMISSIONERS	
Community Services	$ (508,450)
County Attorney	29,318
County Cooperative Extension Service	28,792
Engineering & Public Works	186,652
Fire/Rescue	53,197
General Services	613,105
Information Systems Services	(886,969)
Judicial	10,339
Metropolitan Planning Organization	(39,869)
Parks & Recreation	121,622
Planning, Zoning & Building	1,550,624
Public Affairs	174,694
Public Safety	32,764
Risk Management	1,600,000
Transportation Authority	(16,809)
Water Utilities	221,261
Non-Departmental Boards & Agencies	851,725
Non-Departmental Operations	(463,875)
Sub-Total	$ 3,558,121
CONSTITUTIONAL OFFICERS	
Clerk of the Court	$ 155,000
Sheriff	282,241
Supervisor of Elections	90,611
Sub-Total	$ 527,852
TOTAL	$ 4,085,973

Changes were made to the recommended budget, for various reasons during the budget workshops in July and at the first budget public hearing. Amounts that had been estimated were corrected as more reliable information became available. The County Administrator recommended changes that were approved by the Board of County Commissioners and Board-directed changes resulting from workshop discussions were made. Following is a listing of the changes made within each Department.

COMMUNITY SERVICES

The budget was increased by $113,087 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

The budget was decreased by $620,913 to adjust estimated indirect costs to actual.

The decision to delete a position other than the one originally identified resulted in a reduction of $624.

COUNTY ATTORNEY

A budget amendment of $29,318 was required due to the addition of a Legal Secretary. The position will be funded by the Health Department.

COUNTY COOPERATIVE EXTENSION SERVICE

The increase of $28,792 was to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

ENGINEERING AND PUBLIC WORKS

The budget rose $186,652 to carry forward funding for equipment and services contracted in FY 1992-93 that will not be delivered or provided until FY 1993-94.

FIRE/RESCUE

The budget increased by $53,197 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

GENERAL SERVICES

The budget decreased by $59,154 due to the transfer of two positions for the Information Desk to Public Affairs.

An increase of $12,339 was necessary to adjust estimated indirect costs to actual.

The budget went up by $659,920 to carry forward funding for machinery and services contracted for in FY 1992-93 that will not be delivered or provided until FY 1993-94.

INFORMATION SYSTEMS SERVICES

This budget was lowered by $501,096 due to the deletion of ten positions.

The budget was reduced an additional $385,873 to adjust estimated indirect costs to actual.

JUDICIAL

The budget was increased by $10,339 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

METROPOLITAN PLANNING ORGANIZATION

The budget was reduced by $39,869 to adjust estimated indirect costs to actual.

PARKS & RECREATION

The budget was increased by $121,622 to fund the pilot Positive Alternative for Youth Program.

PLANNING, ZONING & BUILDING

An increase of $75,700 was required to adjust estimated indirect costs to actual.

An amendment for $718,234 was needed to carry forward funding for equipment and services contracted for in FY 1992-93 that will not be delivered or provided until FY 1993-94.

The budget was increased by $756,690 to carry forward unexpended FY 1992-93 appropriations to reserves and to adjust for changes in administrative charge-offs.

PUBLIC AFFAIRS

The budget was increased by $93,540 to adjust estimated indirect costs to actual.

An increase of $22,000 was required to carry forward funding for equipment and services contracted for in FY 1992-93 that will not be delivered or provided until FY 1993-94.

An additional $59,154 was added to the Department's budget due to the transfer of two positions for the Information Desk from General Services.

PUBLIC SAFETY

The budget was increased by $32,764 to carry forward funding for equipment and services contracted for in FY 1992-93 that will not be delivered or provided until FY 1993-94.

RISK MANAGEMENT

An amendment was necessary to increase the budget by $1,600,000 due to an unexpected rate hike in property insurance costs.

TRANSPORTATION AUTHORITY

The budget was increased by $36,000 to carry forward funding for services contracted for in FY 1992-93 that will not be provided until FY 1993-94.

A downward amendment of $52,809 was necessary to adjust estimated indirect costs to actual.

WATER UTILITIES

The budget was increased by $221,261 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

NON-DEPARTMENTAL BOARDS & AGENCIES

Various budgets in this category were increased during workshops and the first public hearing. The increases totalled $851,725, as follows:

Business Development Board	$ 80,656
Comprehensive Alcoholism Rehab Program	258,763
Crisis Line	65,000
Drug Abuse Foundation of PBC	332,306
Health & Human Services Planning Association	25,000
PANDA	50,000
Urban League	40,000
	$ 851,725

NON-DEPARTMENTAL OPERATIONS

Various reserves were reduced at the first public hearing. These reductions totalled $463,875, as follows:

General Fund - Contingency	$ 242,685
Fine & Forfeiture - Contingency	21,190
Fine & Forfeiture Fund - Balance Forward	200,000
	$ 463,875

CLERK OF THE COURT

The budget was increased by $155,000 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

SHERIFF

An upward amendment for $122,046 was required to carry forward unspent grant funds of $47,046 and appropriate additional FY 1993-94 grant funding of $75,000.

The budget was increased by $160,195 to carry forward funding for machinery and equipment and furniture for the new jail and courthouse that was not spent due to delays in opening the facilities.

SUPERVISOR OF ELECTIONS

The budget was increased by $90,611 to carry forward funding for machinery and equipment that was ordered in FY 1992-93 but will not be delivered until FY 1993-94.

PALM BEACH
COUNTY

PROPERTY TAXES

PALM BEACH
COUNTY

AD VALOREM TAXES
COUNTYWIDE AND DEPENDENT TAXING DISTRICTS

	FY 1989-90	FY 1990-91	FY 1991-92	FY 1992-93	FY 1993-94	FY 1993-94 TAX*
Countywide	4.8904	4.8314	4.6440	4.6211	4.5499	$ 236,277,107
Dependent Taxing District						
Library District	0.3910	0.3790	0.3939	0.3885	0.3915	$ 11,067,690
Fire/Rescue MSTU #1	1.6971	–	–	–	–	–
Fire/Rescue MSTU #2	2.7557	–	–	–	–	–
Fire/Rescue MSTU #3	1.4467	–	–	–	–	–
Glades Fire MSTU	2.9122	2.0390	–	–	–	–
Glades Region Fire MSTU	–	–	0.6091	0.3613	0.5673	$ 397,990
Fire/Rescue Ctywide MSTU	–	1.7160	2.1238	2.3879	2.6201	$ 57,428,136

* Ad valorem taxes for FY 1993-94 are based upon the tentative 1993 Certification of Taxable Value, multiplied by the millage for FY 1993-94.

The above millage rates are those levied by the Palm Beach County Board of County Commissioners for Countywide and Dependent Taxing Districts. All property owners with taxable properties located within Palm Beach County will pay the Countywide millage. The millages shown for the Dependent Taxing Districts will apply to properties located within those Districts.

A "mill" is one-tenth of a penny, or $1.00 of ad valorem tax for each $1,000 of certified taxable value.

A property owner with property assessed at $98,370 and a homestead exemption of $25,000 will pay the above Countywide millage, calculated by the following formula:

(Assessed Value - Homestead Exemption) x Millage = Ad Valorem Tax

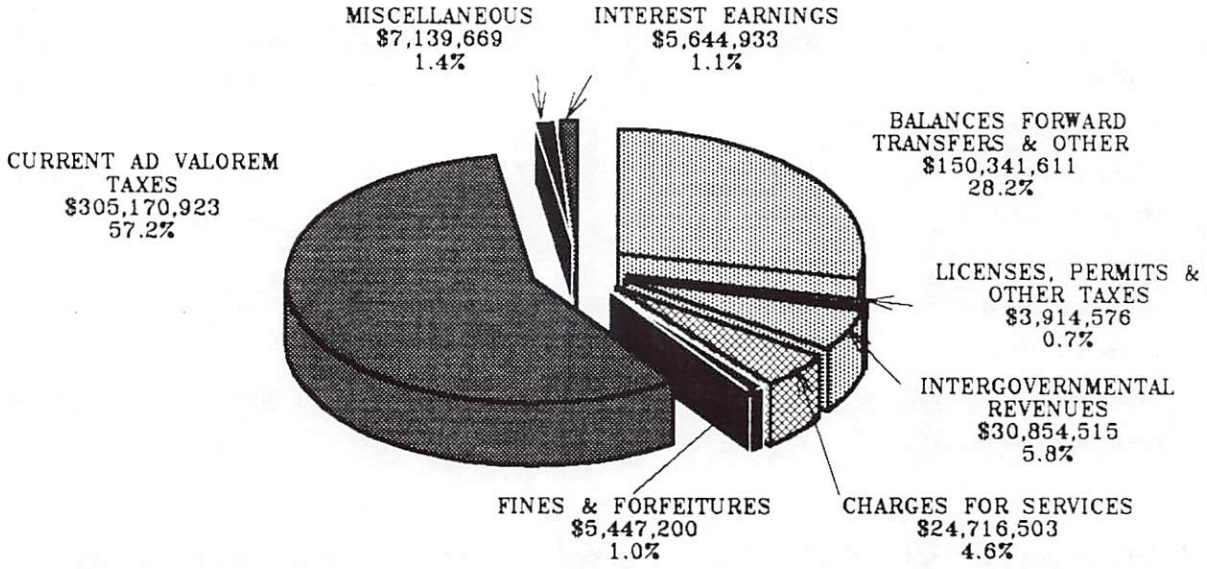
Countywide Example:

($98,370 - 25,000) x .0045499 = $ 333.83

Note that the above example is calculated on the Countywide rate only and does not take into account the Dependent Taxing Districts.

There are numerous other taxing authorities within Palm Beach County that levy taxes in addition to the Palm Beach County - Board of County Commissioners. Examples of these other taxing authorities include the South Florida Water Management District, the School Board of Palm Beach County, various municipalities and independent taxing districts.

TAXING FUND REVENUES BY CATEGORY
TOTAL $533,229,930



Taxing fund revenues by category consist of the following funds: The General Fund, Fine & Forfeiture Fund, County Transportation Trust Fund, Public Buildings Improvement Fund, 6M Beach Acquisition Bond Fund, 35M Beach & Park Bond Fund, 14.42M Beach & Park Refunding Bonds, 23.375M Refunding General Obligation Series '93 Bonds, 50M Environmentally Sensitive Land Debt Service Sinking Fund, County Library Fund, Glades Fire MSTU Fund, Fire/Rescue MSTU Fund and the Capital Outlay Fund.

Ad Valorem taxes are property taxes computed as a percentage of the value of real and personal property expressed in mills.

Licenses and permits and other taxes are revenues derived from the issuance of local licenses and permits and delinquent ad valorem taxes.

Intergovernmental revenues include all money received from federal, state, and other local governments in the form of grants and shared revenues.

Charges for services reflect revenues stemming from charges for current services.

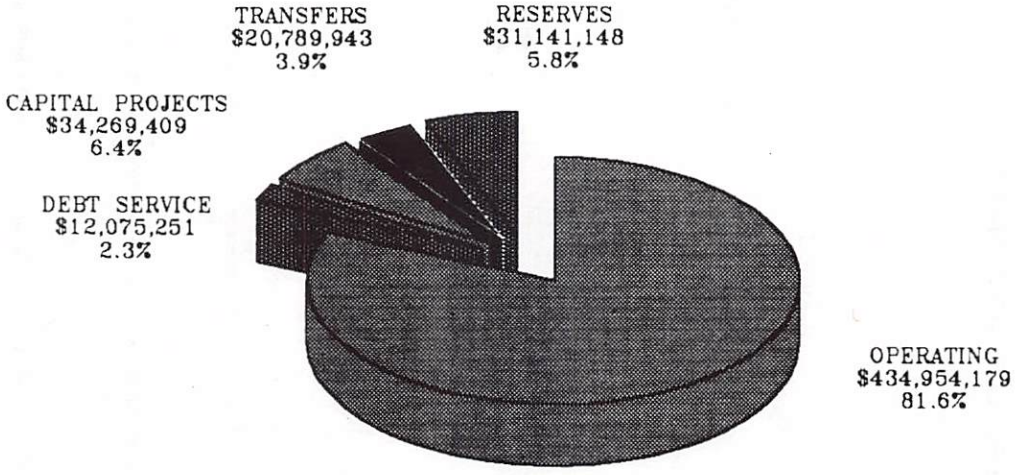
Fines and forfeitures include revenues received from fines and penalties imposed for the commission of statutory offenses and violations of lawful administrative rules and regulations, and for neglect of official duty.

Interest revenues include all interest earned on investments, contracts and notes.

Miscellaneous revenues include all other revenue not included in the aforementioned categories, i.e., rents and royalties, sales and compensation for loss of fixed assets, contributions and donations from private sources, etc.

Balance forward, transfers and other are amounts received by the government which are not additions to assets of the government as a whole. These items include interfund transfers and interfund reimbursements.

TAXING FUND EXPENDITURES BY CATEGORY
TOTAL $533,229,930



Most of the County's operations and services are funded from the taxing funds. Operating costs in the taxing funds comprise the largest portion of expenditures. In addition, a number of capital projects are funded from the taxing funds.

Debt service is for the $6 Million Beach Acquisition Bonds, $35 Million Beach & Park Bonds, $14.42 Million Beach and Park Refunding Bonds, $23.375M General Obligation Refunding Series '93 Bonds, and the $50 Million Environmentally Sensitive Land General Obligation Bonds.

Reserves are for balances forward, contingencies, debt service and future capital projects.

Transfers represent the transfer of dollars between funds for debt service, operations and capital improvements.

BOARD OF COUNTY COMMISSIONERS

PERCENTAGE INCREASE (DECREASE) IN MILLAGE OVER ROLLED-BACK RATE*

	FY 1993-94 Rolled-Back Taxes	FY 1993-94 Adopted Taxes	Adopted Increase (Decrease)	% Over (Under) Rolled-Back Rates
Board of County Commissioners	$224,746,943	$224,743,414	($3,529)	(0.00%)
Dependent Districts	64,358,730	68,893,816	4,535,086	7.05 %
Aggregate Taxes	$289,105,673	$293,637,230	$4,531,557	1.57 %
Aggregate Millage**	5.5672	5.6545	0.0873	1.57%

* ROLLED-BACK RATE is the millage rate which, exclusive of new construction, will provide the same ad valorem tax revenue as was levied during the prior year.

** AGGREGATE MILLAGE RATE is the sum of all ad valorem taxes levied by the governing body of a county for countywide purposes, plus ad valorem taxes levied for any district dependent to the governing body, divided by the total taxable value of the county, converted to a millage rate.

CHANGES IN NON-VOTED PROPERTY (AD VALOREM) TAXES*

	FY 1992-93 Budget		FY 1993-94 Budget		Increase (Decrease)	
	Millage	Amount	Millage	Amount	Amount	Percent
Countywide						
General Fund	1.8294	$94,888,868	1.5843	$82,272,977	($12,615,891)	-13.30%
Fine & Forfeiture Fund	2.1271	110,330,224	2.3685	122,996,621	12,666,397	11.48%
County Transportation Trust	0.0852	4,419,226	0.0719	3,733,780	(685,446)	-15.51%
Capital Outlay	0.0927	4,808,242	0.1845	9,581,117	4,772,875	99.26%
Transportation Improvement Fund	0.1813	9,403,822	0.0000	0	(9,403,822)	-100.00%
Public Buildings Improvement Fund	0.0021	108,925	0.1186	6,158,919	6,049,994	5554.27%
Sub-Total Countywide	**4.3178**	**$223,959,307**	**4.3278**	**$224,743,414**	**$784,107**	**0.35%**
Dependent Districts						
County Library	0.3885	10,888,676	0.3915	11,067,690	179,014	1.64%
Fire/Rescue Countywide MSTU	2.3879	51,936,703	2.6201	57,428,136	5,491,433	100.00%
Glades Regional Fire MSTU	0.3613	259,592	0.5673	397,990	138,398	0.00%
Sub-Total Dependent Districts		**$63,084,971**		**$68,893,816**	**$5,808,845**	**9.21%**
TOTAL NON-VOTED PROPERTY TAXES		**$287,044,278**		**$293,637,230**	**$6,592,952**	**2.30%**

USE OF NON-VOTED PROPERTY TAXES	FY 1992-93 Budget	FY 1993-94 Budget	Increase (Decrease) Amount	Percent
County Commission	$76,960,798	$72,320,995	($4,639,803)	-6.03%
Sheriff	99,992,236	103,838,388	3,846,152	3.85%
Property Appraiser	10,814,888	11,257,573	442,685	4.09%
Judicial System	12,082,596	12,237,565	154,969	1.28%
Clerk of the Courts	19,635,220	20,641,470	1,006,250	5.12%
Supervisor of Elections	2,949,349	2,448,714	(500,635)	-16.97%
Tax Collector	1,524,220	1,998,709	474,489	31.13%
County Library	10,888,676	11,067,690	179,014	1.64%
Fire/Rescue	52,196,295	57,826,126	5,629,831	10.79%
Total	**$287,044,278**	**$293,637,230**	**$6,592,952**	**2.30%**

* Net Ad Valorem Taxes (Total Budget Less All Other Revenues)

ANALYSIS OF TAX REVENUE BY FUND AND DEPENDENT TAXING DISTRICTS

	Millage	Non-Voted	Voted	Total Taxes
General Fund	1.5843	$82,272,977		$82,272,977
Fine & Forfeiture Fund	2.3685	122,996,621		122,996,621
County Transportation Trust Fund	0.0719	3,733,780		3,733,780
Capital Outlay Fund	0.1845	9,581,117		9,581,117
Public Buildings Improvement Fund	0.1186	6,158,919		6,158,919
6M Beach Acquisition Fund	0.0087		451,793 (a)	451,793
35M Beach & Park Bond	0.0508		2,638,053 (a)	2,638,053
14.42M Beach & Park Refunding Bond	0.0289		1,500,782 (a)	1,500,782
23.375M Park Bond Refunding	0.0487		2,529,000 (a)	2,529,000
50M Envir Sensitive Lands Bonds	0.0850		4,414,065 (a)	4,414,065
TOTAL COUNTYWIDE FUNDS	**4.5499**	**$224,743,414**	**$11,533,693**	**$236,277,107**
County Library	0.3915	11,067,690		11,067,690
Fire/Rescue Countywide MSTU	2.6201	57,428,136		57,428,136
Glades Regional/Fire MSTU	0.5673	397,990		397,990
TOTAL DEPENDENT DISTRICTS		**$68,893,816**		**$68,893,816**
TOTAL BOARD OF COUNTY COMMISSIONERS		**$293,637,230**	**$11,533,693**	**$305,170,923**
		(b)	(c)	(d)

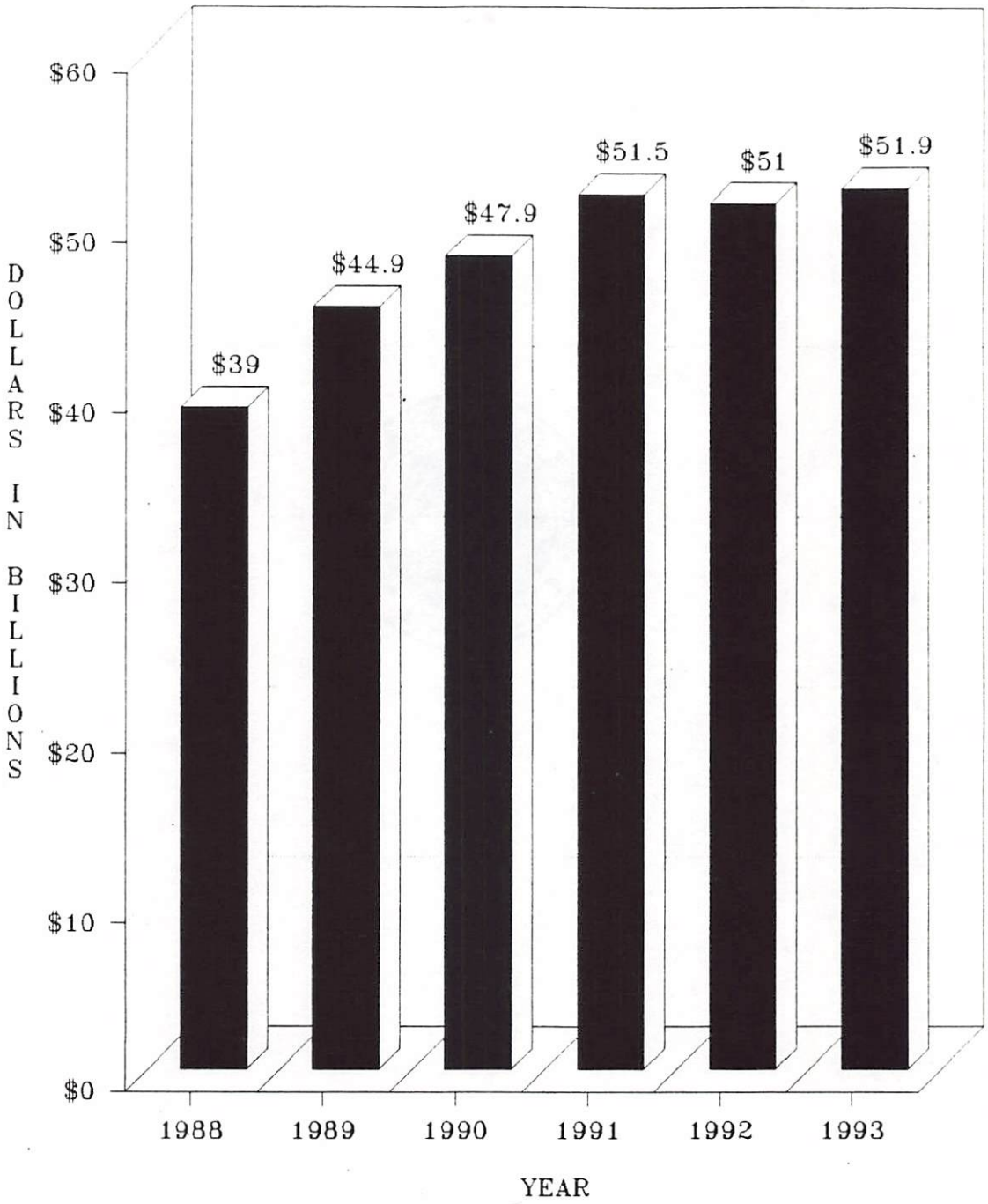
(a) Voted countywide

(b) Aggregate Taxes

(c) Taxes not subject to Florida Statutory cap of 10 mills

(d) Total Ad Valorem Taxes levied

TAXABLE VALUATION COMPARISON



PALM BEACH
COUNTY

REVENUES

PALM BEACH
COUNTY

SUMMARY OF MAJOR REVENUES

	FY 1991–92 ACTUAL	FY 1992–93 ESTIMATED	FY 1993–94 BUDGET	% CHANGE 1993 TO 1994
Property Taxes–Current	$282,142,875	$285,501,856	$305,170,923	6.9%
Tourist Tax	7,600,451	8,480,695	8,842,314	4.3%
Gasoline Tax	24,966,835	24,955,000	38,601,000	54.7%
Building Permits	7,453,516	7,200,000	7,500,000	4.2%
Federal Grants	17,346,781	31,361,111	43,478,592	38.6%
State Grants	8,392,057	10,658,227	15,067,522	41.4%
State Shared Revenues	17,519,948	18,549,091	18,846,500	1.6%
One–Half Cent Sales Tax	34,196,316	36,900,000	38,600,000	4.6%
Electricity Franchise Fees	12,022,608	10,300,000	11,500,000	11.7%
Utility Service Tax	27,949,682	29,500,000	30,000,000	1.7%
Charges for Services–Water & Sewer	51,104,292	51,994,627	55,616,500	7.0%
Charges for Services–Public Safety	15,820,732	17,197,027	16,590,101	–3.5%
Charges for Services–Airport	42,014,717	39,524,474	43,449,381	9.9%
Charges for Services–Other	13,756,724	17,526,775	18,616,736	6.2%
Special Assessments & Impact Fees	27,300,133	21,059,089	19,566,620	–7.1%
Transfers	125,288,703	209,755,550	244,023,823	16.3%
Excess Fees from Constitutional Officers	17,722,432	16,586,691	12,963,000	–21.8%
Debt Proceeds	55,781,299	253,392,202	49,927,206	–80.3%
Interest	38,947,997	26,038,638	19,422,328	–25.4%
Internal Services	40,987,181	48,447,380	53,472,954	10.4%
Fund Balances	545,229,728	558,585,499	507,294,167	–9.2%
Total Major Revenues	$1,413,545,007	$1,723,513,932	$1,558,549,667	–9.6%
Total Revenues in Budget	$1,461,515,671	$1,782,216,122	$1,582,317,758	–11.2%
Major Revenues as a Percent of Total Budget	96.72%	96.71%	98.50%	

GROWTH RELATED REVENUES

	Actual FY 1989-90	Actual FY 1990-91	Actual FY 1991-92	Estimated FY 1992-93	Budget FY 1993-94
State Revenue Sharing	$16,199,999	$13,396,488	$16,356,163	$17,400,000	$17,700,000
Development Fees	30,387,994	30,024,086	33,021,653	27,468,805	26,119,698
Sales Tax	32,729,611	32,354,860	34,196,316	36,900,000	38,600,000
	$79,317,604	$75,775,434	$83,574,132	$81,768,805	$82,419,698

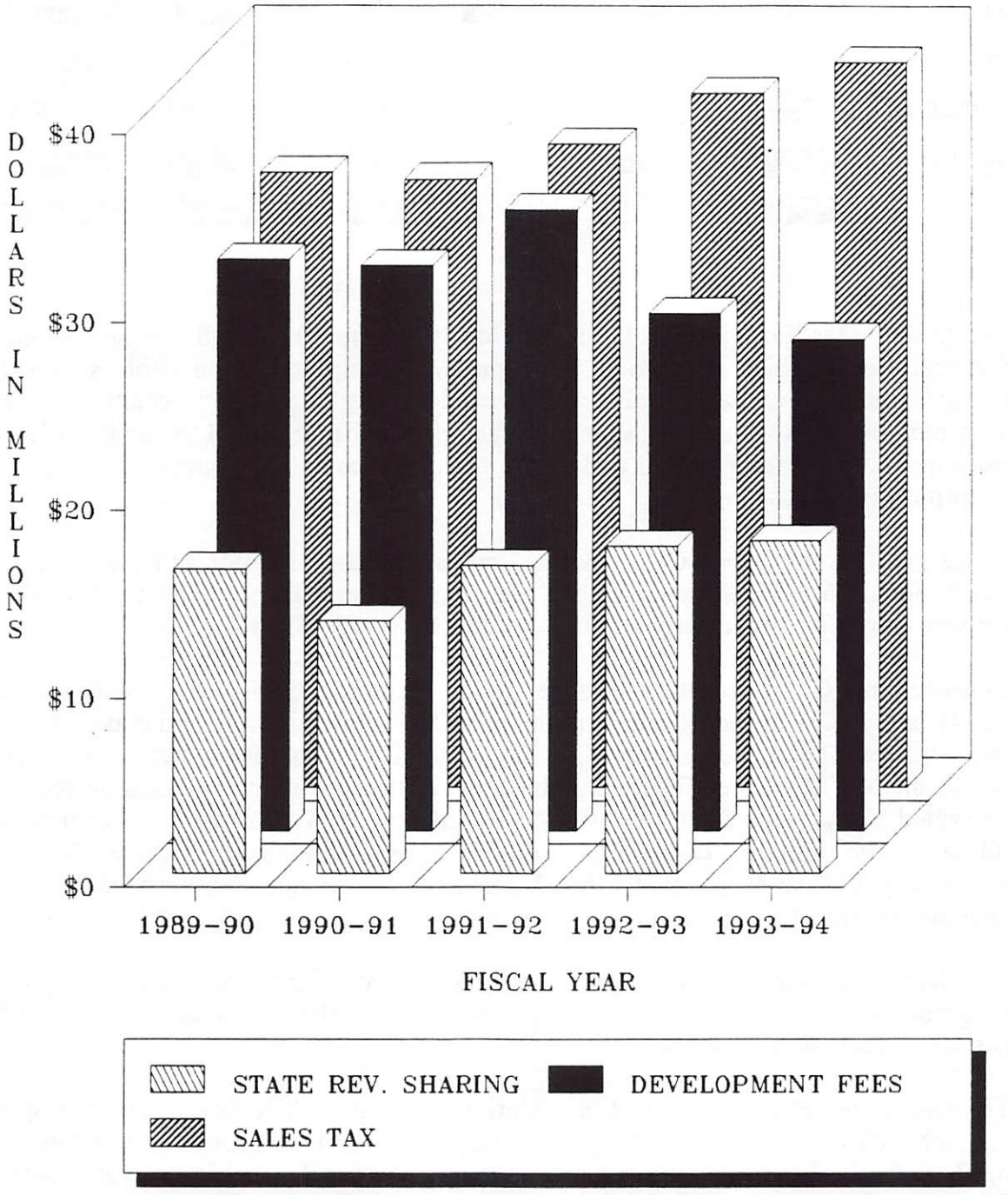
Growth Related Revenues traditionally increase each year due to the continuing growth in business activity and the county's population. However, the effects of the nationwide recession are reflected in actual lower receipts in fiscal year 1990-91 of $75.8 million as compared to fiscal year 1989-1990 receipts of $79.3 million.. Actual receipts for fiscal year 1991-92 increased to $83.6 million due to the resumption of economic growth and have remained relatively flat for fiscal year 1992-93 and fiscal year 1993-94. The analysis of each revenue is as follows:

State Revenue Sharing is a return of the State-collected cigarette and intangible taxes. These funds are distributed based on a formula using population and sales tax collections as factors. The effects of the recession were reflected in a $2.8 million decrease in fiscal year 1990-91. It is estimated that Palm Beach County will receive $17.7 million in State Revenue Sharing funds for fiscal year 1993-94, a 1.7% increase over fiscal year 1992-93 estimated receipts.

Development Fees consist of building permits, zoning fees, roadside vendor permits, impact fees, and contributions from developers. Estimated receipts for fiscal year 1992-93 and fiscal year 1993-94 are substantially down from actual receipts for the fiscal year 1991-92. The decline is attributed to unanticipated windfall road impact fee payments received in the fiscal year 1991-92 totalling approximately $6.6 million.

Sales Tax revenue is received through Florida's Local Government Half-Cent Sales Tax Program. The funds are distributed to the cities and counties for use in providing public service needs. Fiscal year 1993-94 receipts are expected to increase by $1.7 million or 5% over fiscal year 1992-93 estimated revenue.

GROWTH-RELATED REVENUES



GAS TAX REVENUES

	Actual FY 1989-90	Actual FY 1990-91	Actual FY 1991-92	Estimated FY 1992-93	Budget FY 1993-94
County	$3,071,023	$ 2,732,391	$ 2,829,607	$ 3,000,000	$ 3,000,000
Ninth-Cent	0	0	0	0	3,000,000
Constitutional	8,281,381	5,523,519	6,044,868	6,055,000	6,018,000
Local Option	15,705,364	16,197,915	16,092,360	15,900,000	26,583,000
	$27,057,768	$24,453,825	$24,966,835	$24,955,000	$38,601,000

The County Gas Tax was established by Florida Statute 206.60 and is levied on motor fuel and special fuel at the rate of 1-cent per gallon imposed at the wholesale level. The Department of Revenue administers the tax and redistributes the proceeds to the county on a monthly basis using the distribution factor described below. The funds received from this tax are used for road and bridge maintenance and are budgeted in the County Transportation Trust Fund.

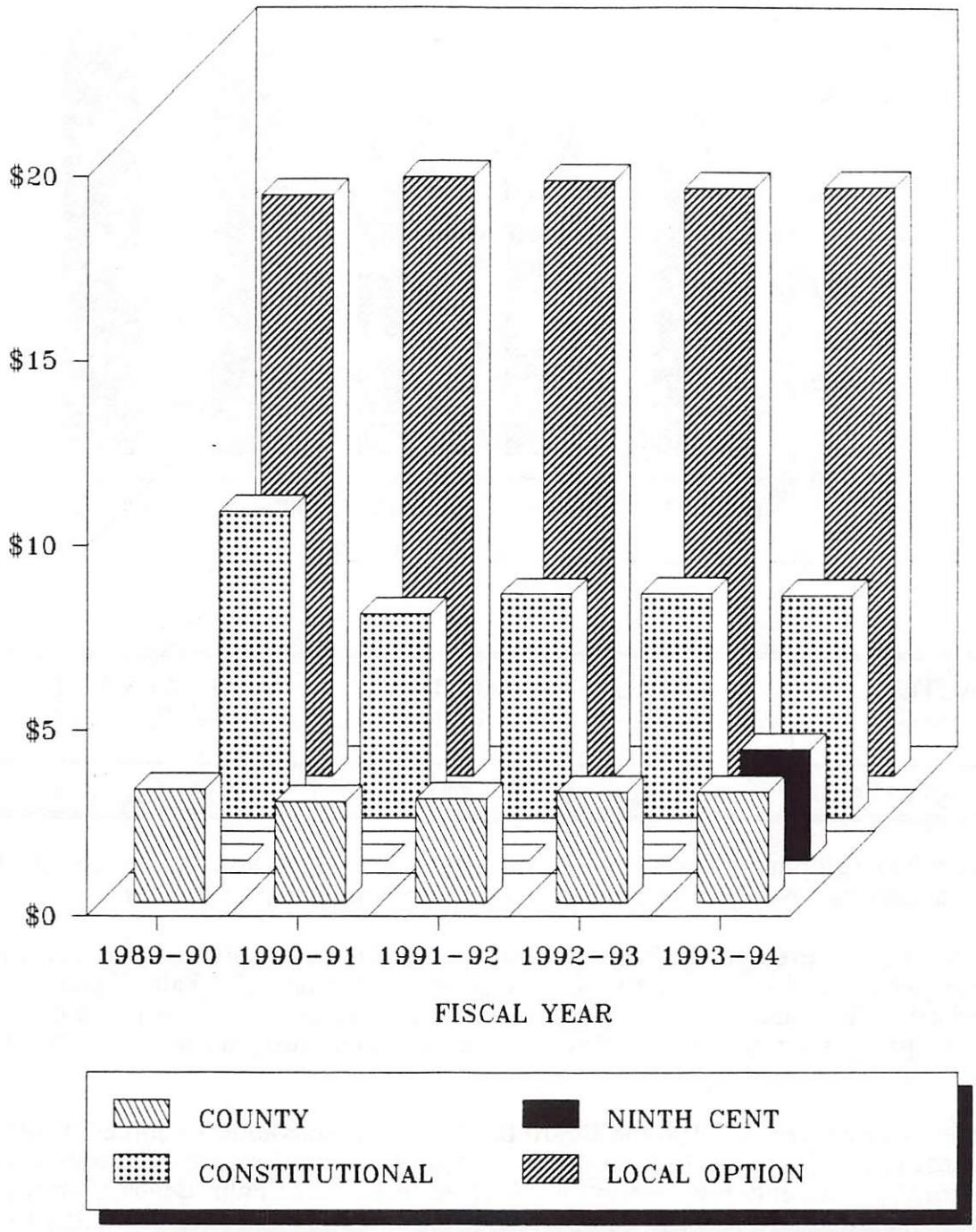
A one cent gas tax (Ninth-Cent Gas Tax) on each gallon of motor and special fuel sold was adopted on 8/17/93 by the Board of County Commissioners. The tax is to be used for transportation system expenditures which will include Mass Transit.

Constitutional Gas Tax of two cents per gallon on motor fuel is levied under sections 206.41 and 206.47 of the Florida Statutes and the tax is used for road construction and maintenance. The Constitutional Gas Tax is collected from all counties by the Florida Department of Revenue (DOR) and the tax is distributed monthly based on the formula described below. The fiscal year 1989-1990 reflects a $2.4 million special distribution related to the refunding of the 6% general revenue service charge deducted for the period July 1983 to May 1990 by the Department of Revenue. The service charge was declared unconstitutional and the County received a refund in June 1990.

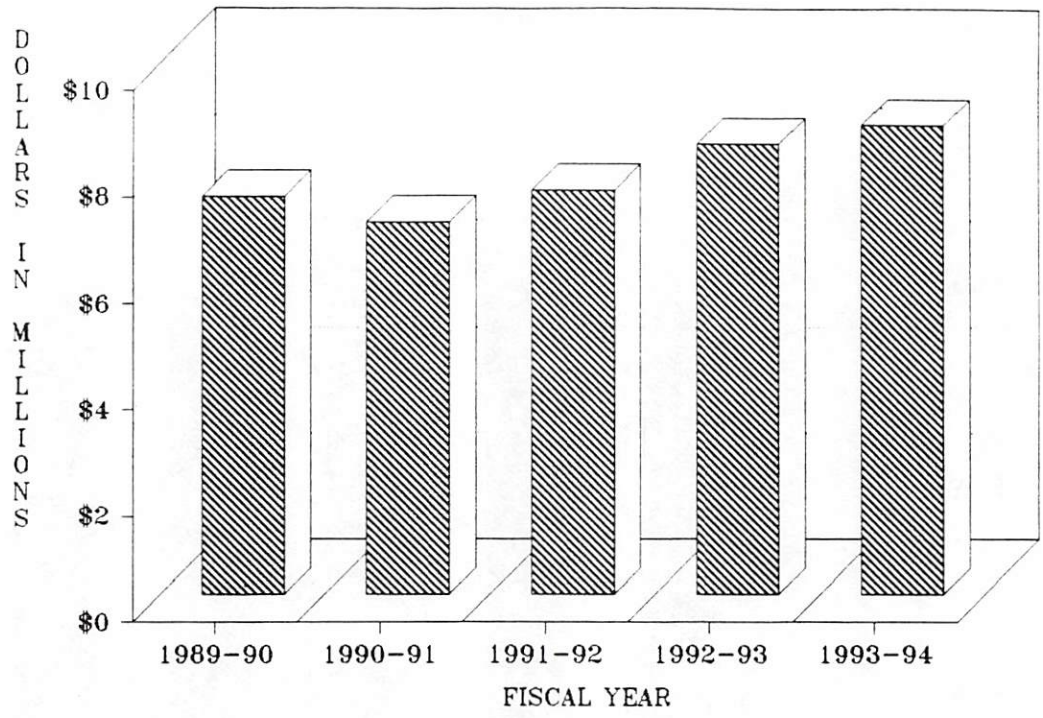
The distribution formula for these gas taxes is similar. The formula is based upon three weighted ratios, including an area component, a population component and a monthly gas tax collection component.

The County levies two separate Local Option Gas Taxes. The first is a 6 cents gas tax on each gallon of motor and special fuel sold at retail. The second tax, adopted on 8/17/93 by the Board of County Commissioners, levies a 5 cent tax on motor fuel only. The taxes are to be used by the County for transportation expenditures, which will include Mass Transit. The proceeds of the taxes are distributed by the Department of Revenue based on interlocal agreements between the County and its municipalities.

GAS TAX REVENUE



TOURIST DEVELOPMENT TAXES



ACTUAL 1989-90	ACTUAL 1990-91	ACTUAL 1991-92	ESTIMATED 1992-93	BUDGET 1993-94
$7,477,560	$6,995,849	$7,600,451	$8,480,695	$8,842,314

Tourist Development Taxes are derived from a 3% tax on hotel/motel accommodations. In January of 1993 the Tax Collector began local collection of this tax.

The Tourist Development Plan calls for the first 2% to be split 70% for Category A expenditures which are those utilized to promote and advertise Palm Beach County tourism. The remaining 30% of the revenue is to be used for Category B expenses which provide for cultural and fine arts entertainment, festivals, programs and related activities.

Effective February 1, 1989, the Board of County Commissioners adopted a third cent of tourist tax. Fifty percent of the money raised by the third cent is allocated to beach restoration. Twenty-Five percent is allocated to Discover Palm Beach County for further promotion and advertising. Ten percent is allocated to the Sports Authority to provide for sports events which directly promote Palm Beach County tourism. The remaining fifteen percent is allocated to the Palm Beach County Council of the Arts for cultural activities.

BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY
PROPOSED BUDGET COMPARISON BY FUND
FISCAL YEARS 1992-93 AND 1993-94

1992 Final Non-Exempt Valuation Countywide $51,030,744,544

1993 Tentative Non-Exempt Valuation Countywide $51,930,175,529

FUND NAME	1992-1993 ADOPTED				1993-1994 ADOPTED			
	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
General Fund	1.8294	$94,888,868	$113,229,698	$208,118,566	1.5843	$82,272,977	$130,032,174	$212,305,151
Fine & Forfeiture Fund	2.1271	110,330,224	51,797,004	162,127,228	2.3685	122,996,621	50,331,639	173,328,260
County Transportation Trust Fund	0.0852	4,419,226	17,679,947	22,099,173	0.0719	3,733,780	20,763,227	24,497,007
Capital Outlay Fund	0.0927	4,808,242	9,683,577	14,491,819	0.1845	9,581,117	14,407,773	23,988,890
Transportation Improvement Fund	0.1813	9,403,822	139,746,782	149,150,604	0.0000	0	132,840,210	132,840,210
Parks Improvement Fund	0.0000	0	1,642,793	1,642,793	0.0000	0	2,604,671	2,604,671
Public Buildings Improvement Fund	0.0021	108,925	4,502,904	4,611,829	0.1186	6,158,919	3,890,533	10,049,452
Operating Ad Valorem Tax Funds-Countywide	4.3178	223,959,307	338,282,705	562,242,012	4.3278	224,743,414	354,870,227	579,613,641
Non-Voted Debt Service								
7M Courthouse Bond I&S	0.0000	0	44,858	44,858	0.0000	0	15,000	15,000
Total Non-Voted Ad Valorem Tax-Countywide	4.3178	223,959,307	338,327,563	562,286,870	4.3278	224,743,414	354,885,227	579,628,641
6M Beach Acquisition Bond	0.0088	456,446	(19,268)	437,178	0.0087	451,793	(19,028)	432,765
35M Beach & Park Bond	0.0514	2,666,059	(95,246)	2,570,813	0.0508	2,638,053	(66,603)	2,571,450
14.42M Beach & Park Refunding Bond	0.0293	1,519,757	(76,945)	1,442,812	0.0289	1,500,782	(66,094)	1,434,688
29.7M Criminal Justice Complex Bond	0.0656	3,402,596	(161,346)	3,241,250	0.0000	0	74,000	74,000
30M Park Development Bond	0.0655	3,397,409	(168,179)	3,229,230	0.0000	0	0	0
23.375M Park Bond Refunding	0.0000	0	0	0	0.0487	2,529,000	12,525	2,541,525
50M Environmentally Sensitive Lands Bond	0.0837	4,341,422	173,931	4,515,353	0.0850	4,414,065	101,938	4,516,003
Voted Debt Service Ad Valorem Tax-Countywide	0.3043	15,783,689	(347,053)	15,436,636	0.2221	11,533,693	36,738	11,570,431
Total Ad Valorem Tax Funds - Countywide	4.6221	$239,742,996	$337,980,510	$577,723,506	4.5499	$236,277,107	$354,921,965	$591,199,072

BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY
PROPOSED BUDGET COMPARISON BY FUND
FISCAL YEARS 1992-93 AND 1993-94

1992 Final Non-Exempt Valuation Countywide $51,030,744,544

1993 Tentative Non-Exempt Valuation Countywide $51,930,175,529

FUND NAME	1992-1993 ADOPTED				1993-1994 ADOPTED			
	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
Law Library Fund			$1,167,303	$1,167,303			$1,208,742	$1,208,742
Mass Transportation Trust Fund			0	0			6,538,375	6,538,375
Law Enforcement Trust Fund			0	0			1,058,600	1,058,600
Sales Tax Revenue Fund			34,053,790	34,053,790			40,565,237	40,565,237
Criminal Justice Fund			580,000	580,000			2,055,222	2,055,222
Tourist Development Trust Fund			10,386,556	10,386,556			12,158,403	12,158,403
Bond Waiver Program Fund			22,093	22,093			91,087	91,087
Vessel Registration Fee Fund			883,050	883,050			571,425	571,425
School Impact Fee Funds			2,173,600	2,173,600			2,479,801	2,479,801
D.O.S.S. - Community Centers Fund			292,468	292,468			282,088	282,088
Metropolitan Planning Organization Fund			1,321,856	1,321,856			1,409,324	1,409,324
E-911 Program Fund			2,486,580	2,486,580			2,602,529	2,602,529
Drug Abuse Trust Fund			61,073	61,073			125,000	125,000
Affordable Housing Trust Fund			3,550,199	3,550,199			3,771,086	3,771,086
Franchise Fee Fund			14,389,902	14,389,902			11,582,866	11,582,866
Public Service Tax Fund			28,631,388	28,631,388			32,055,176	32,055,176
Community Action Program Fund			6,277,373	6,277,373			7,676,769	7,676,769
EMS Award-Grant Program Fund			430,775	430,775			521,135	521,135
Public Safety Grants Fund			152,779	152,779			155,850	155,850
Housing & Community Development			10,047,838	10,047,838			11,362,132	11,362,132
Home Investment Partnership Act			1,850,000	1,850,000			2,955,000	2,955,000
JTPA Adult Migrant			372,792	372,792			402,488	402,488
Senior Aides Employment Program			662,848	662,848			720,477	720,477
Division of Senior Services			6,257,448	6,257,448			6,275,511	6,275,511
Intragov't Radio Communication Prog. Fund			1,070,650	1,070,650			1,417,500	1,417,500
Low Income Home Energy Program Fund			0	0			552,529	552,529
2.5M Improvement Bond Debt Service Fund			620,980	620,980			642,827	642,827
1M Glades Health Facility Debt Service Fund			201,430	201,430			220,177	220,177
10.47M Airport Centre Debt Service Fund			2,395,833	2,395,833			892,430	892,430

BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY
PROPOSED BUDGET COMPARISON BY FUND
FISCAL YEARS 1992-93 AND 1993-94

1992 Final Non-Exempt Valuation Countywide $51,030,744,544

1993 Tentative Non-Exempt Valuation Countywide $51,930,175,529

FUND NAME	1992-1993 ADOPTED				1993-1994 ADOPTED			
	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
24M PBC Public Bldg. Corp.-Debt Serv. Fund			$5,032,094	$5,032,094			$0	$0
20.325M Judicial Ctr Parking Garage DS Fund			4,452,840	4,452,840			4,012,840	4,012,840
9.15M Okeeheelee Golf Debt Service Fund			1,735,291	1,735,291			1,735,291	1,735,291
30.73M Beach Bond Refunding			0	0			6,554,926	6,554,926
32.745M Public Improvement Bond Fund			8,774,597	8,774,597			0	0
26.515M Revenue Refunding DS Fund			0	0			3,661,831	3,661,831
33.6M Beach Bond Fund			8,657,683	8,657,683			0	0
233.6M Judicial Ctr-Detention Fac. DS Fund			38,737,625	38,737,625			12,345,025	12,345,025
117.485M CJC Refunding DS Fund			0	0			6,759,811	6,759,811
17.1M CJC Completion Bond Fund			0	0			1,026,000	1,026,000
22.245M Adm Complex Rev. Ref. DS Fund			0	0			1,902,005	1,902,005
Public Safety DS Fund			0	0			110,775	110,775
60.875M Pooled Financing Debt Serv. Fund			7,589,851	7,589,851			5,764,259	5,764,259
First Municipal Loan Prog-BCC DS Fund			2,801,494	2,801,494			4,069,500	4,069,500
2.7M Sheriff Vehicle DS Fund			0	0			966,668	966,668
1.7M Capital Improvement Debt Service Revenue			741,211	741,211			1,167	1,167
2.5M Sheriff Vehicle DS Fund			0	0			447,939	447,939
2M Public Safety CIF Fund			0	0			2,110,000	2,110,000
Public Improvement Fund			47,272	47,272			37,961	37,961
Judicial Ctr/Detention Facility Construction Fund			94,719,732	94,719,732			42,933,931	42,933,931
50M Env. Sensitive Lands Capital Fund			33,889,978	33,889,978			24,135,738	24,135,738
1.7M Capital Improvement Revenue Bonds Fund			3,584	3,584			3,646	3,646
2.7M Bond Sheriff Acquisition Fund			0	0			150,951	150,951
Constitutional Gas Tax Fund			12,486,001	12,486,001			5,135,957	5,135,957
14.19M Airport Centre Acquisition Fund			14,230,000	14,230,000			3,263,785	3,263,785
14.19M Airport Centre Cost of Issuance Fund			457,167	457,167			50,036	50,036
32.7M Public Impv. Acquisition & Constr. Fund			474,599	474,599			460,178	460,178
20.325M Jud. Ctr. Parking Garage Const. Fund			21,050,000	21,050,000			20,610,000	20,610,000
20.325M Jud. Ctr. Park Garage Cost of Issuance			575,376	575,376			0	0
9.15M Okeeheelee Golf Acquisition			9,250,000	9,250,000			9,299,530	9,299,530

BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY
PROPOSED BUDGET COMPARISON BY FUND
FISCAL YEARS 1992-93 AND 1993-94

1992 Final Non-Exempt Valuation Countywide $51,030,744,544

1993 Tentative Non-Exempt Valuation Countywide $51,930,175,529

FUND NAME	1992-1993 ADOPTED				1993-1994 ADOPTED			
	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
9.15M Okeeheelee Golf Cost of Issuance			$319,579	$319,579			$0	$0
Road Impact Fee Fund			57,924,747	57,924,747			56,076,535	56,076,535
50.875M Construction & Acquisition Fund			12,375,109	12,375,109			10,278,784	10,278,784
30M Park Development Construction Fund			21,073,633	21,073,633			17,902,768	17,902,768
Beach Improvement Fund			6,806,079	6,806,079			12,344,540	12,344,540
First Municipal Loan Program-BCC			7,620,106	7,620,106			2,766,818	2,766,818
Law Enforcement Impact Fee Fund			1,532,130	1,532,130			2,748,638	2,748,638
Park Impact Fee Fund			11,088,184	11,088,184			16,464,221	16,464,221
Public Buildings Impact Fee Fund			2,984,068	2,984,068			4,146,440	4,146,440
Water Utilities Department			153,707,378	153,707,378			202,680,757	202,680,757
Department of Airports			137,300,984	137,300,984			130,367,633	130,367,633
Palm Glades Housing Fund			2,802,781	2,802,781			2,494,216	2,494,216
PBC Transportation Authority-CoTran Fund			17,732,167	17,732,167			18,730,894	18,730,894
Southwinds Golf Course Fund			1,474,748	1,474,748			1,353,192	1,353,192
Parking Facilities Enterprise Fund			1,253,982	1,253,982			1,189,783	1,189,783
Fleet Management			12,369,474	12,369,474			13,042,108	13,042,108
Employee Health Insurance Fund			16,251,677	16,251,677			18,625,542	18,625,542
Casualty Self Insurance Fund			4,109,838	4,109,838			6,186,174	6,186,174
Risk Management Fund			6,118,245	6,118,245			7,562,859	7,562,859
Information System Services			14,225,442	14,225,442			14,263,560	14,263,560
Graphics			676,597	676,597			822,352	822,352
Handicap Parking Enforcement Trust Fund			181,949	181,949			127,277	127,277
Gross-Total Countywide Funds	4.6221	239,742,996	1,223,956,406	1,463,699,402	4.5499	236,277,107	1,204,996,592	1,441,273,699
Less: Inter-Fund Transfers			(220,066,535)	(220,066,535)			(232,159,183)	(232,159,183)
Less: Inter-Dept. Charges			(24,874,117)	(24,874,117)			(25,286,578)	(25,286,578)
NET-TOTAL COUNTYWIDE FUNDS	4.6221	$239,742,996	$979,015,754	$1,218,758,750	4.5499	$236,277,107	$947,550,831	$1,183,827,938

BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY
PROPOSED BUDGET COMPARISON BY FUND
FISCAL YEARS 1992-93 AND 1993-94

1992 Final Non-Exempt Valuation Countywide $51,030,744,544

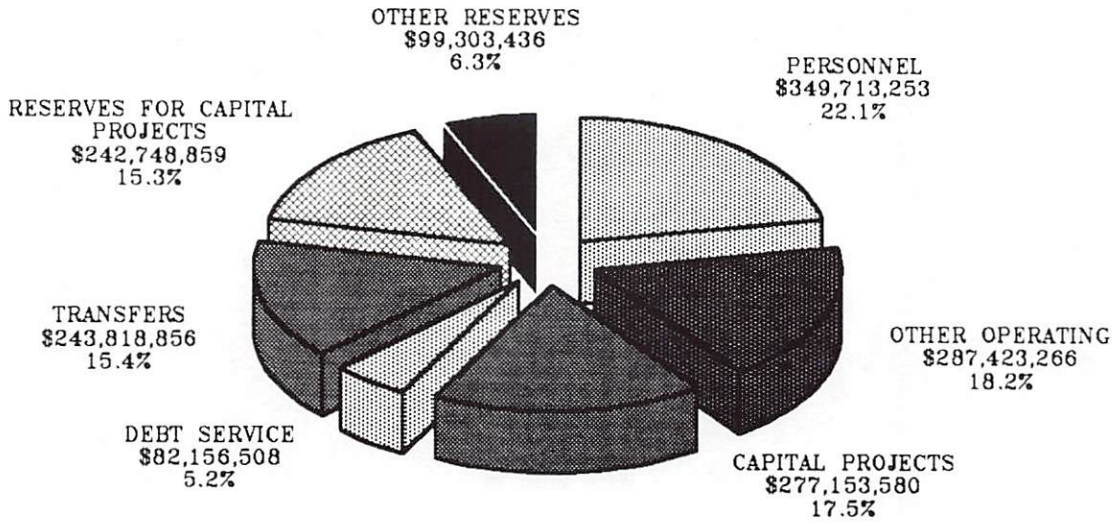
1993 Tentative Non-Exempt Valuation Countywide $51,930,175,529

FUND NAME	1992-1993 ADOPTED				1993-1994 ADOPTED			
	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
Palm Beach County Library	0.3885	$10,888,676	$2,839,757	$13,728,433	0.3915	$11,067,690	$2,913,012	$13,980,702
Municipal Service Taxing District	0.0000	0	25,281,711	25,281,711	0.0000		27,813,122	27,813,122
MSBU-Hydrant Rental - Boca Raton	0.0000		0	0	0.0000		342,718	342,718
Fire/Rescue MSTU	2.3879	51,936,703	6,392,687	58,329,390	2.6201	57,428,136	6,008,385	63,436,521
Aviation Battalion	0.0000	0	3,290,001	3,290,001	0.0000		3,470,431	3,470,431
Glades Regional Fire MSTU	0.3613	259,592	126,566	386,158	0.5673	397,990	31,897	429,887
Fire/Rescue Grants	0.0000	0	87,820	87,820	0.0000		5,056	5,056
MSBU-Hydrant Rental - Riviera Beach	0.0000		0	0	0.0000		19,442	19,442
MSTU District A	0.0000	0	715,611	715,611	0.0000		881,518	881,518
MSTU District B	0.0000	0	1,533,356	1,533,356	0.0000		1,233,806	1,233,806
MSTU District C	0.0000	0	1,634,110	1,634,110	0.0000		1,596,025	1,596,025
MSTU District D	0.0000	0	1,213,340	1,213,340	0.0000		800,856	800,856
MSTU District E	0.0000	0	355,963	355,963	0.0000		373,409	373,409
Unincorporated Improvement Fund	0.0000	0	6,942,847	6,942,847	0.0000		7,234,411	7,234,411
50.875M Construction & Acquisition Fire/Rescue	0.0000	0	1,050,725	1,050,725	0.0000		1,037,669	1,037,669
Fire/Rescue Improvement Fund	0.0000	0	3,741,041	3,741,041	0.0000		4,124,467	4,124,467
Fire/Rescue Impact Fees	0.0000	0	1,516,547	1,516,547	0.0000		2,105,745	2,105,745
Library Improvement Fund	0.0000	0	142,636	142,636	0.0000		72,533	72,533
Library Expansion Program	0.0000	0	12,322,441	12,322,441	0.0000		10,235,200	10,235,200
Library Impact Fee Fund	0.0000	0	996,982	996,982	0.0000		1,850,541	1,850,541
Gross-Total Dependent Districts		63,084,971	70,184,141	133,269,112		68,893,816	72,150,243	141,044,059
Less: Inter-Fund Transfers			(11,611,452)	(11,611,452)			(11,659,673)	(11,659,673)
Less: Inter-Dept. Charges			(3,234,529)	(3,234,529)			(3,279,412)	(3,279,412)
NET-TOTAL DEPENDENT DISTRICTS		63,084,971	55,338,160	118,423,131		68,893,816	57,211,158	126,104,974
NET-TOTAL COUNTY FUNDS & DEP DISTRICTS		$302,827,967	$1,034,353,914	$1,337,181,881		$305,170,923	$1,004,761,989	$1,309,932,912

PALM BEACH
COUNTY

APPROPRIATIONS

EXPENDITURES BY CATEGORY
TOTAL ALL FUNDS $1,582,317,758



The above graph reflects how funds for the total County budget are spent.

The operating portion of the budget, which includes personnel costs (salaries and benefits) and other operating expenditures combined, is 40.3% of the total budget. Salaries and benefits represent 22.1% of the total budget.

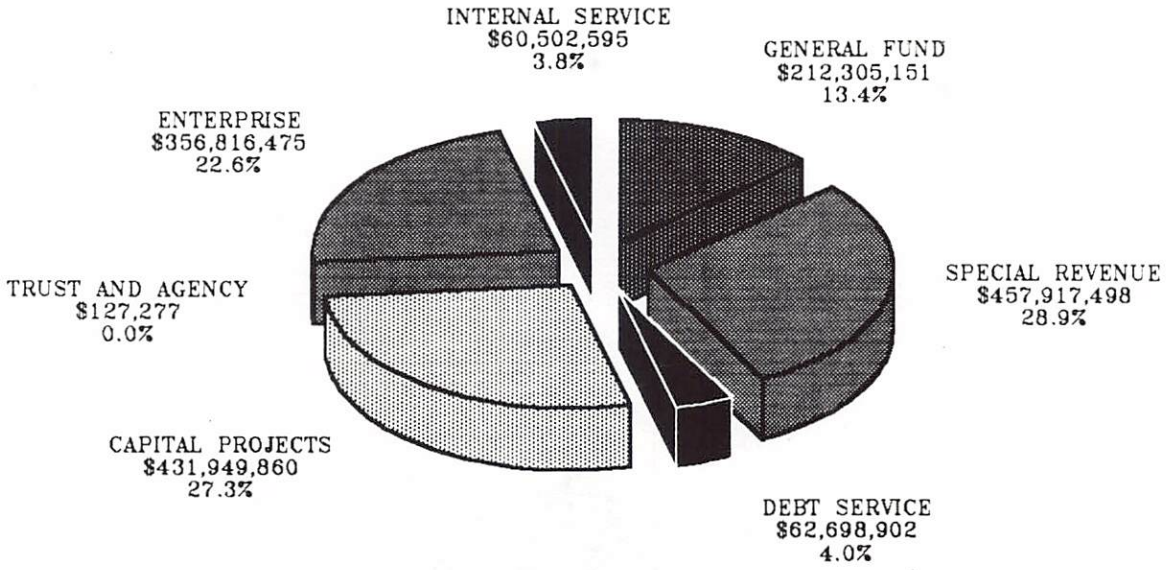
Capital projects are the expenditures expected during the year for capital improvement projects approved by the Board of County Commissioners.

Debt service expenditures include debt for all funds, but do not include reserves for debt ($37,138,871) which are part of "other reserves".

Transfers represent funds transferred from one fund to another. A transfer out of a fund is reflected as an expenditure, while a transfer into a fund appears as a revenue.

Reserves for capital projects represent funds which will be allocated during the fiscal year for designated projects. It also includes funds that have been received but will not be spent within the fiscal year as is the case when bond proceeds are used to fund capital projects which take more than one year to complete. Although the bond revenues are received all at one time, it takes several years to spend the funds, in which case, the remaining funds are reserved. Other reserves are for cash carry forward, contingencies and debt service.

EXPENDITURES BY FUND GROUP
TOTAL ALL FUNDS $1,582,317,758



The General Fund finances Countywide services and operations not required to be accounted for in another fund.

Special Revenue Funds account for expenditures from specific revenue sources other than trust or major capital projects that are legally restricted for specified purposes (Fire/Rescue, non-enterprise State and Federal Grants and Public Safety expenditures for Law Enforcement).

Debt Service Funds accumulate funds for the payment of principal and interest on non-enterprise bond issues.

Capital Projects Funds account for the acquisition and construction of non-enterprise capital facilities.

Trust and Agency Funds account for assets held by Palm Beach County in a trustee capacity (Handicap Parking Enforcement).

Enterprise Funds account for funds that are used for operations that are financed and operated in a manner similar to private business enterprises (Airports, Water Utilities, Cotran, Southwinds Golf Course, Parking Facilities and Palm Glade Apartments).

Internal Service Funds account for departments that provide services to other County operating departments on a cost reimbursement basis (Risk Management, Fleet Management, Graphics and Information Systems Services).

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

APPROPRIATIONS SUMMARY
FISCAL YEARS 1990 – 1994

CHARACTER	ACTUAL 1990	ACTUAL 1991	ACTUAL 1992	ESTIMATED 1993	BUDGET 1994
Personal Services	$242,680,922	$181,311,507	$190,870,017	$204,310,996	$218,964,416
Operating Expenses	169,253,150	151,714,534	166,220,169	180,734,105	200,902,180
Capital Outlay (1)	188,289,885	224,829,910	157,262,586	155,480,686	283,712,583 (5)
Debt Service (2)	67,084,676	67,289,521	73,865,145	96,948,141	84,451,691
Grants & Aids	16,130,549	21,352,457	19,561,204	19,128,214	21,997,080
Non–Operating (3)	300,426,758	275,454,885	283,502,957	618,395,359 (4)	772,289,808 (6)
TOTAL GROSS BUDGET	$983,865,940	$921,952,814	$891,282,078	$1,274,997,501	$1,582,317,758

(1) Capital Outlay includes capital projects as well as operating capital expenses.
(2) Debt Service includes lease purchases.
(3) Non–Operating includes transfers to Constitutional Officers for their operating, capital and debt service costs.
(4) The increase in the Estimated 1993, compared to Actual 1992, is primarily due to the refunding and retirement of bonds.
(5) The increase in the Budget 1994, compared to Estimated 1993, is primarily due to carry forward of unexpended capital projects.
(6) The increase in Budget 1994, compared to Actual 1992, is primarily due to unexpended reserves re–budgeted in 1994.

PALM BEACH COUNTY

COMPARISON OF BUDGETS FOR FY 1992–93 AND FY 1993–94

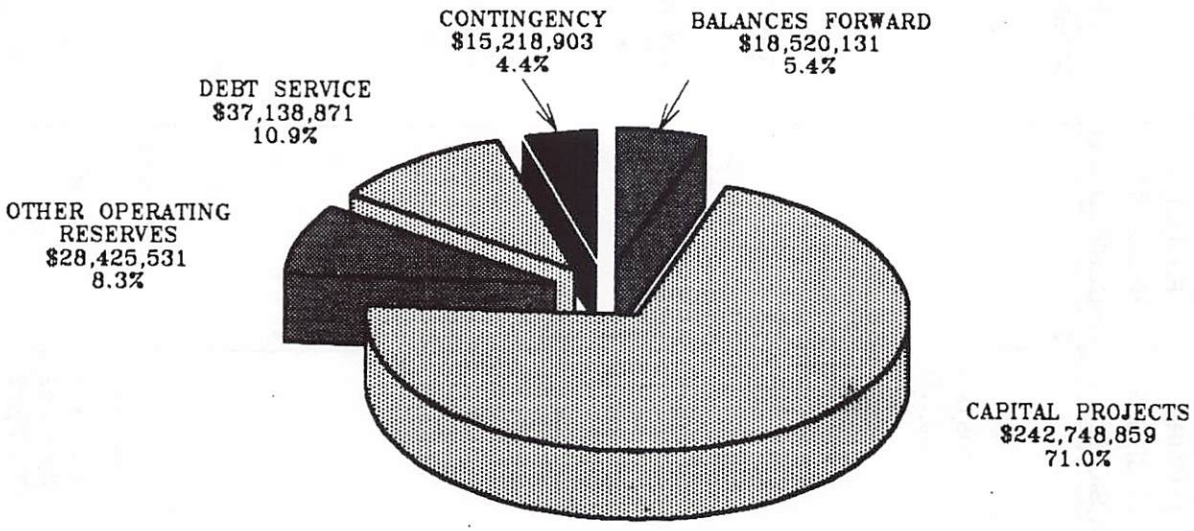
	TOTAL BUDGET			
	FY 1992–93 BUDGET	FY 1993–94 BUDGET	INCREASE (DECREASE)	% CHANGE
OPERATING BUDGET:				
Board Departments:				
Airports	$ 30,258,112	$ 30,399,386	$ 141,274	0.5%
Community Services	51,454,018	58,892,145	7,438,127	14.5%
CoTran	10,232,545	11,155,924	923,379	9.0%
County Administration	1,381,685	1,226,432	(155,253)	-11.2%
County Attorney	3,222,200	3,227,755	5,555	0.2%
County Commission	1,649,682	1,679,477	29,795	1.8%
County Coop. Ext. Serv.	1,353,817	1,336,234	(17,583)	-1.3%
County Library	13,728,433	13,980,702	252,269	1.8%
Employee Relations	2,056,098	1,992,865	(63,233)	-3.1%
Engineering & Pub. Works	31,807,553	30,474,579	(1,332,974)	-4.2%
Environmental Res. Mgmt.	8,362,319	6,796,074	(1,566,245)	-18.7%
Equal Opportunity	1,109,780	1,013,138	(96,642)	-8.7%
Facilities Plng. Des. & Con.	2,448,743	2,325,343	(123,400)	-5.0%
Financial Mgmt. & Budget	2,257,398	2,257,229	(169)	0.0%
Fire/Rescue	60,446,867	66,100,030	5,653,163	9.4%
General Services	27,731,514	29,435,767	1,704,253	6.1%
Health Department	1,342,023	1,347,873	5,850	0.4%
Info. Systems Service (ISS)	14,225,442	14,263,560	38,118	0.3%
Internal Auditor	632,424	797,143	164,719	26.0%
Judicial	14,437,750	14,849,022	411,272	2.8%
Metro. Planning Org.	1,321,856	1,181,324	(140,532)	-10.6%
Parks & Recreation	19,643,248	21,313,784	1,670,536	8.5%
Planning Zoning & Building	23,471,352	26,625,152	3,153,800	13.4%
Public Affairs	2,825,504	2,755,808	(69,696)	-2.5%
Public Safety	17,021,289	15,913,285	(1,108,004)	-6.5%
Purchasing	2,104,948	2,223,806	118,858	5.6%
Risk Management	26,479,760	32,374,575	5,894,815	22.3%
Tourist Development	9,095,069	10,536,347	1,441,278	15.8%
Water Utilities	36,014,800	37,835,361	1,820,561	5.1%
Non–Dept. Agencies:				
Affordable Housing	3,550,199	3,771,086	220,887	6.2%
Criminal Justice Comm.	269,873	278,421	8,548	3.2%
Legislative Delegation	89,478	95,147	5,669	6.3%
Sub–Total	$ 422,025,779	$ 448,454,774	$ 26,428,995	6.3%
Constitutional Officers:				
Clerk of Courts	22,390,220	23,906,470	1,516,250	6.8%
Property Appraiser	11,236,128	11,685,573	449,445	4.0%
Sheriff	142,475,187	150,875,020	8,399,833	5.9%
Supervisor of Elections	2,974,349	2,473,714	(500,635)	-16.8%
Tax Collector	13,974,720	14,533,709	558,989	4.0%
Sub–Total	$ 193,050,604	$ 203,474,486	$ 10,423,882	5.4%

COMPARISON OF BUDGETS FOR FY 1992–93 AND FY 1993–94

	TOTAL BUDGET			
	FY 1992–93 BUDGET	FY 1993–94 BUDGET	INCREASE (DECREASE)	% CHANGE
Other Operating:				
Boards & Agencies	9,810,422	10,833,220	1,022,798	10.4%
Operations – Gen. Gov.	8,695,393	8,712,630	17,237	0.2%
Debt Service:				
General Government	95,821,716	64,859,234	(30,962,482)	–32.3%
Airports	34,108,430	36,197,643	2,089,213	6.1%
Water Utilities	15,227,000	18,238,502	3,011,502	19.8%
Reserves – General Gov.	17,669,998	24,327,599	6,657,601	37.7%
Reserves – Mass Trans.	0	3,498,375	3,498,375	––
Sub–Total	$ 181,332,959	$ 166,667,203	$ (14,665,756)	–8.1%
Total–Operating Budget	$ 796,409,342	$ 818,596,463	$ 22,187,121	2.8%
CAPITAL BUDGET:				
New Funding:				
Airports	12,188,664	8,131,150	(4,057,514)	–33.3%
Fire/Rescue	2,056,802	3,174,881	1,118,079	54.4%
General Government	36,618,265	23,397,188	(13,221,077)	–36.1%
Library	1,096,000	1,034,274	(61,726)	–5.6%
Mass Transportation	4,146,412	7,574,970	3,428,558	82.7%
Parks & Recreation	12,308,031	4,354,919	(7,953,112)	–64.6%
Roads	28,290,566	37,265,745	8,975,179	31.7%
Streets, Bridge & Drain.	15,683,524	4,397,501	(11,286,023)	–72.0%
Water Utilities	10,121,252	27,789,272	17,668,020	174.6%
Sub–Total	$ 122,509,516	$ 117,119,900	$ (5,389,616)	–4.4%
Carryover Funding:				
Airports	23,823,238	25,781,000	1,957,762	8.2%
Fire/Rescue	4,421,334	6,093,000	1,671,666	37.8%
General Government	166,559,000	125,583,000	(40,976,000)	–24.6%
Library	12,292,425	11,124,000	(1,168,425)	–9.5%
Mass Transportation	3,353,210	0	(3,353,210)	–100.0%
Parks & Recreation	29,211,642	40,057,539	10,845,897	37.1%
Roads	159,229,000	133,651,000	(25,578,000)	–16.1%
Streets, Bridge & Drain.	8,112,000	17,848,000	9,736,000	120.0%
Water Utilities	39,369,820	42,645,000	3,275,180	8.3%
Sub–Total	$ 446,371,669	$ 402,782,539	$ (43,589,130)	–9.8%
Total–Capital Budget	$ 568,881,185	$ 519,902,439	$ (48,978,746)	–8.6%
Interfund Transfers:				
General Government	141,780,941	137,787,780	(3,993,161)	–2.8%
Airports	36,922,540	29,858,454	(7,064,086)	–19.1%
Water Utilities	52,974,506	76,172,622	23,198,116	43.8%
TOTAL	$ 1,596,968,514	$ 1,582,317,758	$ (14,650,756)	–0.9%

PALM BEACH
COUNTY

BUDGETED RESERVES BY TYPE
TOTAL $342,052,295



Reserves for Balances Forward
Reserves for Balances Forward represent funds to be carried forward to the subsequent fiscal year to pay operating expenses until property taxes are received.

Capital Projects
Capital Project reserves represent amounts set aside for capital improvement projects.

Designated
Designated Capital Projects reserves represent amounts for identified projects which are proposed for funding but which have not had specific project budgets established.

Undesignated
Undesignated Capital Projects reserves represent amounts which have been set aside for capital improvements for as yet unspecified projects.

Other Operating Reserves
Other Operating reserves provide funds for a variety of specific potential needs such as disaster clean up, future grant match or disallowed grant costs. The major components of these other reserves are insurance loss reserves.

Debt Service
Debt Service Reserves represent funds set aside for future debt service payments in accordance with bond requirements.

Contingency
Contingency reserves represent amounts set aside to meet unanticipated needs that will arise during the normal course of County business.

It should be noted that the use of any of the above budgeted reserves require Board of County Commissioners approval.

RESERVE ANALYSIS

FUND	BALANCES FORWARD	CONTINGENCIES	DEBT SERVICE	FUTURE PROJECTS DESIGNATED	FUTURE PROJECTS UNDESIGNATED	OTHER	TOTAL
General	$8,000,000	$3,919,721	$	$	$	$4,359,000	$16,278,721
Law Library	240,000	100,745					340,745
Fine & Forfeiture	7,700,000	407,685					8,107,685
County Transportation Trust		300,000		195,000			495,000
Law Enforcement Trust Fund				1,058,600			1,058,600
County Library	50,000	75,000					125,000
Library Grants						1,011	1,011
MSTD – Building		350,000		6,297,013			6,647,013
MSTD – Other P Z & B		811,200					811,200
Tourist Development						1,200,510	1,200,510
Bond Waiver Program					91,087		91,087
Vessel Reg. Fee Ord #88-40					451,502		451,502
School Impact Fees						2,479,801	2,479,801
E-911 Program		58,267					58,267
Affordable Housing		68,800					68,800
EMS Award – Grant Program		41,971					41,971
Public Safety Grants		52,093					52,093
Housing & Cmty Development						4,304,592	4,304,592
Fire/Rescue MSTU	2,522,131	969,995				34,000	3,526,126
Aviation Battalion		50,000					50,000
Glades Fire MSTU	8,000	5,000					13,000
2.5M Imprv Rev'67/DS Reserve			174,480				174,480
1M Glades Hth Rev'84/DSR			77,177				77,177
19.75M Jud. Garage DS Sinking			2,608,715				2,608,715
9.15M Okeeheelee Golf DS Sink.			1,118,773				1,118,773
30.73M Beach Acq. Ref. '93 DSR			4,819,723				4,819,723
26.515M Revenue Funding D/S			2,156,715				2,156,715
17.1M CJC Completion Bonds 94			513,000				513,000
Capital Outlay		854,996			291,945		1,146,941
233.6M Criminal Justice Facility				17,765,576			17,765,576
MSTU Districts A-E				2,170,414	370,909		2,541,323
Unincorporated Improvement				3,729,562			3,729,562
50M ESL Acquisition				17,140,548			17,140,548
Constitutional Gas Tax		1,183,292		450,000	595,777		2,229,069

Continued

RESERVE ANALYSIS (Continued)

FUND	BALANCES FORWARD	CONTINGENCIES	DEBT SERVICE	FUTURE PROJECTS DESIGNATED	FUTURE PROJECTS UNDESIGNATED	OTHER	TOTAL
10.47M Airport Center Acq.				103,034			103,034
32.7M Improvement Constr. Tr.					131,380		131,380
19.75M Judicial Garage				15,303,058			15,303,058
9.15M Okeeheelee Golf				7,349,530			7,349,530
Transportation Improvement		2,448,674		74,879,338			77,328,012
Road Impact Fees Areas A–R				39,461,634			39,461,634
50.875M Countywide Constr.				245,740			245,740
50.875M Const. & Acq.–F/R					26,400		26,400
30M Park Bond				1,939,221			1,939,221
Beach Improvement				2,100,952			2,100,952
Law Enfrc/Impact Fees				1,654,563			1,654,563
Fire/Rescue Improvement		50,289			230,000		280,289
Fire Impact Fees				2,093,894			2,093,894
Park Improvement		263,312		550,574	89,740		903,626
Park Impact Fees				8,922,968			8,922,968
Public Building Improvement		1,182,778			396,791		1,579,569
Public Building Impact Fees				3,161,754			3,161,754
Library Improvement		72,533					72,533
Library Expansion Program				971,650			971,650
Library Impact Fees				1,007,580			1,007,580
Water Utilities		1,553,691	6,272,000	14,878,272		9,455,000	32,158,963
Airports			19,398,288	12,443,410	498,693	4,627,079	36,967,470
Palm Glades Housing		100,000					100,000
Southwinds Golf Course		50,000			33,375		83,375
Parking Facilities		82,861		169,000			251,861
Fleet Management						1,444,983	1,444,983
Health Insurance Self Insurance		10,000				88,007	98,007
Casualty Self Insurance		11,000				82,089	93,089
Risk Management		45,000				291,584	336,584
Information Systems Service		100,000					100,000
Graphics						25,000	25,000
Handicap Awareness						32,875	32,875
Mass Transportation Trust Fund				3,498,375			3,498,375
TOTAL	$18,520,131	$15,218,903	$37,138,871	$239,541,260	$3,207,599	$28,425,531	$342,052,295

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

TRANSFERS

Transfers are interfund transactions which constitute revenues or expenditures in the affected individual funds but do **not** affect revenues or expenditures for the County as a whole. Transfers are made between funds to provide for grant match, operating subsidy, debt service or capital needs in the receiving fund. Transfers can be distinguished from interdepartmental or internal service charges because transfers do not have an element of compensation for services which the other items have. The activities financed by these transfers are shown as components of the functional expenditures. A detailed schedule is provided on the following pages.

TRANSFER ANALYSIS

RECIPIENT FUND	PROVIDING FUND	AMOUNT	PURPOSE
General	Park Improvement Fund	$ 121,622	Positive Alternatives for Youth Program
General	Transportation Improvement	18,000,000	General Fund Operating
General – Parks	Sales Tax Revenue	75,000	Parks Operating
General	Sales Tax Revenue	6,631,207	General Fund Operations
General	7M C & J '67 I & S	15,000	General Fund Operations
General	29.7M Criminal Justice D/S	74,000	General Fund Operations
General	2.5M Bond Sinking	291,055	Engineering Complex Debt Service, Gen. Oper.
General	1.7M Capital Improvement Bonds	1,000	General Fund Operating
General	Public Improvement	37,461	General Fund Operations
General	1.7M Capital Imp. Rev Bond	3,646	General Fund Operations
Fine & Forfeiture	Drug Abuse Trust Fund	125,000	Drug Court Operations
Fine & Forfeiture	Franchise Fee	28,343	Sheriff's Office Unincorporated Operations
Fine & Forfeiture	Public Service Tax	32,055,176	Sheriff's Office Unincorporated Operations
County Transportation Trust	Sales Tax Revenue	8,000,000	Road, Bridge, and Traffic Operations
County Transportation Trust	Franchise Fee	939,100	Subdivision Street Maintenance
MSTD – Building	Franchise Fee	1,666,666	Building Operations
MSTD – Other PZ&B	Franchise Fee	8,480,757	Planning & Zoning Operations
Criminal Justice Trust Fund	General	1,435,222	Fund Public Defender/State Attorney Costs
Senior Services	General	1,054,912	Grant Match for Senior Aides Operations
Metropolitan Planning Organization	General	219,566	Transportation Planning Operations
Community Action Programs	General	2,958,740	Grant Match for Community Action Operating
JTPA–Adult Migrant	General	6,798	Grant Match for Adult Migrant
Senior Aides	General	95,897	Grant Match for Senior Aides Operations
DOSS–Comm. Care for Elderly	Comm. Care for Elderly–Grant	18,500	Grant match
Fire/Rescue	EMS Award Grant Program	65,000	Fire/Rescue Grants
2.5M Improvement D/S Sinking	2.5M Improvement D/S Reserve	4,082	Debt Service for 2.5M Improvement Bonds
1M Glades Health Rev '84 DSR	1M Glades Health Revenue '84 Int.	8,500	Debt Service for 1M Glades Health Rev. Bonds
1M Glades Health Rev '84 Prin.	1M Glades Health Revenue '84 Int.	50,000	Debt Service for 1M Glades Health Rev. Bonds
10.47M Airport Centre D/S Sinking	General	600,065	Debt Service for 10.47M Airport Centre Bonds
19.75M Jud. Garage D/S Sinking	19.75M Judicial Garage D/S Res.	83,000	Debt Serv Reserve for Judicial Garage Bonds

TRANSFER ANALYSIS

RECIPIENT FUND	PROVIDING FUND	AMOUNT	PURPOSE
19.75M Jud. Garage D/S Sinking	19.75M Judicial Garage Acq.	1,910,000	Debt Serv Reserve for Judicial Garage Bonds
19.75M Judicial Garage D/S Res.	19.75M Judicial Garage Acq.	1,844,624	Debt Serv Reserve for Judicial Garage Bonds
9.15M Okeeheelee Golf D/S Sinking	9.15M Okeeheelee Golf DSR	37,368	Debt Service for 9.15M Okeeheelee Golf Bonds
9.15M Okeeheelee Golf D/S Sinking	9.15M Okeeheelee Golf Acq.	800,000	Debt Service for 9.15M Okeeheelee Golf Bonds
9.15M Okeeheelee Golf DSR	9.15M Okeeheelee Golf Acq.	830,421	Debt Service for 9.15M Okeeheelee Golf Bonds
30.73M Beach Bond Refunding	Sales Tax Revenue	3,018,131	Debt Service for 33.6M Beach Bond
26.515M Revenue Refunding D/S	General	2,253,430	Debt Service for 26.515M Rev Refunding Bonds
26.515M Revenue Refunding D/S	Parking Facilities	500,000	Debt Service for 32.745M Public Improvement
233.6M Crim. Justice D/S P&I	Sales Tax Revenue	11,570,588	Debt Service for 233.6M Crim. Justice Bonds
117.485M CJC Refunding Issue	Sales Tax Revenue	6,759,811	Debt Service for 117.485M CJC Refunding
17.1M CJC Completion Bonds	Sales Tax Revenue	1,026,000	Debt Service for 17.1M CJC Completion Bond
22.245M Adm Complex Rev. Ref/D/S	General	1,726,124	Debt Service for Administrative Complex Refunding
Public Safety BD Issue D/S 94	Fire/Rescue	110,775	Debt Service for Public Safety Bond Issue
50.875M Pooled Fin. Debt Service	General	2,015,899	Debt Service for 50.875M Pooled Finance
50.875M Pooled Fin. Debt Service	Fire/Rescue	912,000	Debt Service for 50.875M Pooled Finance
50.875M Pooled Fin. Debt Service	50.875M Const. & Acq. – Ctywide	435,781	Debt Service for 50.875M Pooled Finance
10M Pooled Fin. Debt Service	General	606,274	Debt Service for 10M Pooled Finance
First Municipal Loan	Sales Tax Revenue	3,234,500	Debt Service for 6.2M First Mun. Loan Prog.
Capital Outlay	Intergovernmental Radio Comm.	1,417,500	Fund 800 MZ Radio
Capital Outlay	19.75M Judicial Garage Acq.	976,942	Refund of Bond Proceeds
Transportation Improvement	Mass Transportation Trust	3,040,000	To provide additional funding for Road Program
50.875M Const. & Acq. – Fire/Rescue	50.875M Const. & Acq. – Ctywide	972,000	Provide Funds for Fire/Rescue Equipment
Beach Improvement	Tourist Development Trust	1,622,056	Capital Beach Improvements
Fire/Rescue (Capital)	Fire/Rescue	475,250	Fire/Rescue Capital Projects
Water Utilities	Water Utilities	76,172,622	Debt Service for Capital Improvement
Airports	Airports	29,858,454	Debt Service for Oper. and Cap. Improvement
Palm Glade Housing	General	480,719	Subsidize Palm Glade Housing
Transportation Authority	General	5,695,576	Operating Subsidy and Grant Match
Transportation Authority	Metropolitan Planning Organization	228,000	CoTran Operations
Graphics	General	142,696	To subsidize Graphics Operations
		$243,818,856	

PALM BEACH
COUNTY

STAFFING

PALM BEACH
COUNTY

FY 1993-94 POSITION SUMMARY BY DEPARTMENT

DEPARTMENT	ADOPTED 1992-93	ESTIMATED 1992-93	ADDITIONS	DELETIONS	TRANSFERS	BUDGET 1993-94
Board of County Commissioners						
Airports	146	142				142
Community Services	708	708		(29)		679
County Administration	18	18	1	(2)	(1)	16
County Attorney	48	49				49
County Commission	30	31	1			32
County Cooperative Extension Service	31	31		(2)		29
County Library	259	259	10			269
Employee Relations & Personnel	40	37		(1)		36
Engineering & Public Works	448	446		(7)		439
Environmental Resources Management	88	87		(1)	1	87
Equal Opportunity	18	18		(2)		16
Facilities Planning, Design & Constr.	46	47	1	(7)		41
Financial Management & Budget	34	34		(2)		32
Fire/Rescue	817	816	14	(21)		809
General Services	322	320	11	(8)	(3)	320
Information Systems Services	166	164		(13)		151
Internal Auditor	10	12				12
Judicial	89	96	13			109
Metropolitan Planning Organization	8	8				8
Parks & Recreation	404	408	11	(25)		394
Planning, Zoning & Building	288	288		(10)	(1)	277
Public Affairs	38	39		(2)	2	39
Public Safety	238	218	1	(13)		206
Purchasing	45	45		(1)	1	45
Risk Management	30	30		(1)		29
Tourist Development	5	5				5
Water Utilities	423	422			1	423
Non-Departmental:						
Affordable Housing	2	2	1			3
Criminal Justice Commission	4	4				4
Legislative Delegation	2	2				2
TOTAL BCC	4,805	4,786	64	(147)	0	4,703
Constitutional Officers:						
Clerk of the Court	373	373				373
Property Appraiser	228	228				228
Sheriff	2,441	2,439	21			2,460
Supervisor of Elections	30	30				30
Tax Collector	242	244				244
TOTAL CONSTITUTIONAL OFFICERS	3,314	3,314	21	0	0	3,335
GRAND TOTAL	8,119	8,100	85	(147)	0	8,038

NEW POSITIONS – RECOMMENDED

The 1993–94 Recommended Budget provides funding for 63 new BCC positions at a cost of $1,404,452. The Sheriff's Office has indicated that 21 new positions are proposed to be added for FY 1993–94. Information regarding cost, justification and position titles is unavailable for inclusion in this section.

When new positions are approved for inclusion in the Budget, they represent ongoing costs to the County which must be budgeted for in the future, as well as the current year. For that reason, before a new position is recommended for funding, care is taken to be sure that the position is justified.

The following chart shows, by Department, the number of new positions requested, the number included in the Recommended Budget and the personal services cost of the positions for the fiscal year 1993–94.

DEPARTMENT	REQUESTED POSITIONS	RECOMMENDED POSITIONS	1993–94 COST
Board of County Commissioners:			
Affordable Housing	1	0	$ 0
County Administrator	1	1	77,296
County Commission	1	1	29,920
County Library	10	10	244,022
Criminal Justice Commission	1	0	0
Facilities Planning, Design & Construction	1	1	49,078
Fire/Rescue	14	14	524,593
General Services	13	11	274,778
Internal Auditor	1	0	0
Juducial	15	13	66,603
Parks & Recreation	18	11	106,979 *
Public Safety	1	1	31,183
TOTAL BCC	77	63	$ 1,404,452

* Includes funding for 2 on–call positions.

Following is a listing of each new position which is recommended, the personal services cost for 1993–94, and the reason the position is needed. Generally because of the time required to fill a new position, the salaries, FICA and retirement contributions have been calculated at 75% of the full year cost.

NEW POSITIONS RECOMMENDED

COUNTY ADMINISTRATION

1	Economic Development Coordinator	$77,296

To coordinate Palm Beach County's effort to promote economic development.

COUNTY COMMISSION

1	Commission Secretary	$29,920

To meet workload demands associated with the Commission Chair.

COUNTY LIBRARY

West Boynton Beach Branch

1	Librarian I	$30,412
1	Librarian II	34,239
4	Library Associate I	90,512
2	Library Associate II	50,941
2	Library Clerk	37,918

To meet demands of the new West Boynton Beach Branch. This includes providing full reference desk coverage during 51 public service hours per week.

FACILITIES PLANNING,DESIGN & CONSTRUCTION

Capital Improvement Division

1	Regulatory Specialist	$49,078

Due to increase in regulatory permitting required on projects, an in-house specialist is needed to prepare permit applications and act as a liaison for the department with regulatory agencies.

FIRE/RESCUE

Battalion #2

12	Firefighters	$396,917

To man the opening of Station No. 26.

Trauma Helicopter

1	FAA 135 Project Coordinator	$59,038
1	Lieutenant	68,638

To provide additional staffing necessary for trauma helicopter.

GENERAL SERVICES

1	Audio Systems Supervisor	$29,277
2	Electronic Technicians	55,574
1	Telephone Analyst II	30,859
2	A/C Refrigeration Specialist I	55,586
2	General Maintenance Mechanic I	37,828
1	Clerk Typist	16,821
1	General Maintenance Mechanic II	20,128
1	A/C Refrigeration Specialist II	28,705

To maintain expanded criminal justice facilities including the new courthouse.

JUDICIAL

Court Reporting Services

13	Electronic Recording Clerks	$66,603

To comply with Federal and State employment regulations, 13 contract clerks are being converted to permanent 3/4 time employees. The total cost is $233,103, but $166,500 is in the budget for the contract positions making the additional cost $66,603.

PARKS & RECREATION

Maintenance

2	Maintenance Worker II	$8,372

To maintain 300 newly developed acres within South County Regional Park including ballfields, restrooms and picnic shelters. Positions are budgeted for two months.

1	Maintenance Worker II	$24,617

To maintain a new seven acre athletic complex at Lake Charleston Park including ballfields, restrooms and picnic shelters.

1	Campground Manager		$12,424
2	Maintenance Worker II		16,991
3	Pool/Park Attendant	Total	21,097

To operate and maintain the new South Bay RV Campground. Positions are budgeted for four months. It is anticipated that revenue generaged by the campground will cover all operating costs.

Southwinds Golf Course

2	Golf Course Labor (20 hrs/wk)	$15,078
2	Golf Course Labor (on-call)	8,400

To perform routine maintenance at Southwinds. One full-time position (Public Works Crew Chief) was deleted in order to provide funding for the above positons. This will result in a net savings of $10,384.

PUBLIC SAFETY

Youth Affairs

1	Registered Nurse	$31,183

The addition of a 32 hour permanent Nurse eliminates the need to use contract Nurses resulting in an annual savings of $13,000.

NEW POSITIONS - APPROVED

Between the beginning of July, when the County Administrator submitted the recommended budget to the Board of County Commissioners, and the end of September, when the budget was adopted, the Board approved two additional positions not previously recommended.

COUNTY ATTORNEY

The Health Department offered to fund an additional Legal Secretary for this office and to reimburse the County for 25% of the Environmental Control Officer's salary and fringe benefits. This action increased revenue by $44,497 and expenses by $29,318, resulting in a net savings of $15,179.

AFFORDABLE HOUSING

The Board approved a Planner II for this program at a cost of $53,653. It will be funded by a corresponding reduction in the amount of money available for projects.

PALM BEACH COUNTY

POSITION HISTORY BY DEPARTMENT

	1989–90	1990–91	1991–92	1992–93	1993–94
Board of County Commissioners					
Airports	152	160	159	146	142
Community Services	705	684	686	708	679
County Administration	26	25	21	18	16
County Attorney	52	50	48	48	49
County Commission	27	32	30	30	32
County Cooperative Extension Service	35	35	32	31	29
County Library	237	244	258	259	269
Employee Relations & Personnel	61	55	45	40	36
Engineering & Public Works	569	510	470	448	439
Environmental Resources Management	76	83	88	88	87
Equal Opportunity	16	18	18	18	16
Facilities Planning, Design & Constr.	26	62	53	46	41
Financial Management & Budget	53	58	58	34	32
Fire/Rescue	713	718	763	817	809
General Services	437	437	422	322	320
Information Systems Services	–	–	–	166	151
Internal Auditor	9	9	10	10	12
Judicial	38	41	77	89	109
Metropolitan Planning Organization	9	10	8	8	8
Parks & Recreation	382	390	400	404	394
Planning, Zoning & Building	319	299	291	288	277
Public Affairs	29	30	38	38	39
Public Safety	263	252	255	238	206
Purchasing	57	58	47	45	45
Risk Management	32	33	31	30	29
Tourist Development	6	7	6	5	5
Water Utilities	421	419	409	423	423
Non–Departmental:					
Affordable Housing	–	–	–	2	3
Criminal Justice Commission	4	4	4	4	4
Legislative Delegation	2	2	2	2	2
TOTAL BCC	4,756	4,725	4,729	4,805	4,703
Constitutional Officers:					
Clerk of the Court	355	390	388	373	373
Property Appraiser	225	222	222	228	228
Sheriff	2,033	2,067	2,308	2,441	2,460
Supervisor of Elections	28	28	29	30	30
Tax Collector	229	242	242	242	244
TOTAL CONSTITUTIONAL OFFICERS	2,870	2,949	3,189	3,314	3,335
GRAND TOTAL	7,626	7,674	7,918	8,119	8,038

FIVE-YEAR PROJECTIONS

PALM BEACH
COUNTY

FIVE-YEAR PROJECTIONS

The Five-Year Forecast for Palm Beach County is based on various assumptions and projections regarding the local economy, population growth, availability of Federal and State funds and the level of service to be provided by the County. The major assumptions utilized in preparing the forecast are the following:

- Debt service requirements will increase due to the issuance of bonds to finance the construction of a parking garage for the new Courthouse, a one stop permitting center at the Airport Centre complex and the purchase of Environmentally Sensitive Lands.

- The increased debt service will be funded by sales tax formerly used to finance General Fund operating expenses, thus causing a need for increased ad valorem revenue in the General Fund in order to maintain the same level of service.

- The current economic slowdown will continue through FY 1994 with a gradual recovery taking place from FY 1995 - FY 1996.

- The County's population will increase 2.3% per year.

- Annual salary increases for County employees will be 3% in FY 1994 and 4% thereafter.

- Merit salary increases will average 3%, with 1.5% added to employees' base pay and 1.5% paid in a lump sum each year.

- The Road Program will receive an average of $9.3 million of the new Gas Tax but will be reviewed by the Board annually to provide flexibility for financing road construction.

- Operating expenses to maintain current service levels will increase 4% annually. However, this increase will be absorbed by the Departments in FY 1995.

- Additional costs associated with new facilities such as Libraries, Parks and Jails will be funded by additional ad valorem taxes. However, the new jail floors will be phased in beginning in FY 1996.

- The availability of Federal and State funding will decrease, especially in the area of Urban Development.

- Additional employees will be required by some departments in order to maintain current service levels due to increased demand caused by population growth.

- Charges for services will be adjusted as necessary to reflect changes in the cost of the provision of the services.
- Operating reserves will be restored and maintained at the same level as in FY 1991.
- Interest rates for both debt and revenue will average 4% annually.

The chart below shows the projected millage rates, ad valorem requirements and annual increases for FY 1994-1998. The following four pages reflect the detailed projections for the County.

	1994	1995	1996	1997	1998
Aggregate Millage	5.6545	5.8882	5.9561	6.0436	5.8206
Taxes (In Millions)	$305.2	$328.1	$343.8	$363.7	$365.4
Annual Increase Above (Below) Roll-Back (In Millions)		$15.3	$9.7	$14.1	$(4.1)

FIVE YEAR FORECAST: FISCAL YEARS 1994 – 1998

	1994	1995	1996	1997	1998
GROSS REVENUE (1)					
Ad Valorem Taxes	$305,170,923	$322,191,190	$336,368,554	$351,249,773	$352,168,676
Total Other Revenue Sources	958,486,739	624,356,294	606,325,238	622,948,927	609,004,925
Total Receipts	$1,263,657,662	$946,547,484	$942,693,792	$974,198,700	$961,173,601
APPROPRIATIONS					
Operating Departments	$663,546,232	$688,510,607	$720,265,726	$765,321,628	$803,400,821
Debt Service	80,208,991	87,490,877	87,466,066	84,661,072	94,518,780
Capital Outlay	519,902,439	170,546,000	134,962,000	124,216,000	63,254,000
Total Appropriations	$1,263,657,662	$946,547,484	$942,693,792	$974,198,700	$961,173,601
OPERATING REVENUE					
Ad Valorem Taxes	$289,081,923	$302,330,190	$318,084,554	$326,581,773	$344,048,676
Total Other Revenue Sources	454,673,300	473,671,294	489,647,238	523,400,927	553,870,925
Total Receipts	$743,755,223	$776,001,484	$807,731,792	$849,982,700	$897,919,601
APPROPRIATIONS					
Operating Departments	$663,546,232	$688,510,607	$720,265,726	$765,321,628	$803,400,821
Debt Service	80,208,991	87,490,877	87,466,066	84,661,072	94,518,780
Total Appropriations	$743,755,223	$776,001,484	$807,731,792	$849,982,700	$897,919,601
CAPITAL REVENUE					
Ad Valorem Taxes	$16,089,000	$19,861,000	$18,284,000	$24,668,000	$8,120,000
Total Other Revenue Sources	503,813,439	150,685,000	116,678,000	99,548,000	55,134,000
Total Receipts	$519,902,439	$170,546,000	$134,962,000	$124,216,000	$63,254,000
APPROPRIATIONS					
Capital Projects	$519,902,439	$170,546,000	$134,962,000	$124,216,000	$63,254,000

(1) Excludes Golf Course, Parking Facilities, Transfers and Internal Service Operations

SUMMARY OF GROSS REVENUES

	1994	1995	1996	1997	1998
NON-ENTERPRISE REVENUES					
Property Taxes-Current	$305,170,923	$322,191,190	$336,368,554	$351,249,773	$352,168,676
Tourist Tax	8,842,314	9,107,583	9,380,811	9,662,235	9,952,102
Gasoline Taxes	40,552,500	43,882,160	44,506,583	45,140,415	45,784,803
Building Permits & Zoning Fees	8,600,200	8,548,476	8,497,565	8,338,131	8,385,240
Federal & State Grants	37,726,117	32,542,508	35,381,827	35,532,447	37,179,075
State Shared Revenues	18,696,500	19,050,500	19,411,580	19,779,882	20,155,549
One-Half Cent Sales Tax	38,600,000	40,530,000	42,556,500	44,684,325	46,918,541
Electricity Franchise Fees	11,500,000	11,713,289	12,136,639	12,486,623	12,845,290
Utility Service Tax	30,000,000	30,600,000	31,212,000	31,836,240	32,472,965
Charges for Services-Public Safety	15,610,180	17,022,449	17,942,258	18,828,814	19,494,741
Charges for Services-Other	12,055,758	12,638,069	13,247,869	13,888,058	14,560,362
Interest	10,765,975	13,534,084	12,951,687	12,520,039	12,426,511
Special Assessments & Impact Fees	14,005,063	13,630,700	14,991,700	14,300,000	15,032,000
Excess Fees from County Officers	12,482,000	12,606,820	12,732,888	12,860,217	12,988,819
Debt Proceeds	43,722,230	51,235,000		30,989,000	
Other Revenues-Net	34,074,458	37,180,272	38,303,548	39,045,142	40,025,219
Fund Balances	375,505,236	78,233,812	79,201,451	80,123,704	82,417,197
Total Non-Enterprise Revenues	$1,017,909,454	$754,246,912	$728,823,460	$781,265,045	$762,807,090
ENTERPRISE REVENUES					
Airports	$100,509,179	$85,109,159	$105,509,074	$93,220,936	$93,171,086
CoTran	18,730,894	20,120,024	31,956,023	20,263,024	22,578,024
Water Utilities	126,508,135	87,071,389	76,405,235	79,449,695	82,617,401
Total Enterprise Revenues	$245,748,208	$192,300,572	$213,870,332	$192,933,655	$198,366,511
TOTAL GROSS REVENUES	$1,263,657,662	$946,547,484	$942,693,792	$974,198,700	$961,173,601

PALM BEACH COUNTY

FIVE YEAR FORECAST OF OPERATING BUDGETS BY DEPARTMENT

FISCAL YEARS 1994 – 1998

DEPARTMENT	Estimate FY 1992-93	Current Budget FY 1993-94	Projected Budget FY 1994-95	Projected Budget FY 1995-96	Projected Budget FY 1996-97	Projected Budget FY 1997-98
Community Services	$47,995,386	$58,892,145	$56,908,045	$56,287,760	$55,496,410	$57,993,749
Constitutional Officers	196,596,598	203,474,486	210,004,719	217,375,539	229,511,800	239,381,366
County Administration	1,326,614	1,226,432	1,248,508	1,304,691	1,363,402	1,424,755
County Attorney	3,053,327	3,227,755	3,285,855	3,463,291	3,650,308	3,847,425
County Commission	1,567,083	1,679,477	1,709,708	1,786,644	1,867,043	1,951,060
County Cooperative Ext Serv (Agr)	1,233,615	1,336,234	1,360,286	1,421,499	1,485,467	1,552,313
County Library	12,708,586	13,980,702	16,247,740	19,025,253	20,594,923	22,200,687
Employee Relations & Personnel	1,873,124	1,992,865	2,028,737	2,120,030	2,215,431	2,315,125
Engineering & Public Works	29,008,971	29,302,762	29,830,211	31,172,571	32,575,337	34,041,227
Environmental Resources Mgmt.	8,286,782	6,796,074	6,918,403	7,229,731	7,555,069	7,895,048
Equal Opportunity	1,020,682	1,013,138	1,031,374	1,077,786	1,126,287	1,176,970
Facilities Planning, Design & Const.	2,315,254	2,325,343	2,367,199	2,473,723	2,585,041	2,701,368
Financial Management & Budget	2,178,819	2,257,229	2,297,859	2,401,263	2,509,320	2,622,239
Fire/Rescue	57,006,810	67,232,805	68,771,829	75,214,377	81,113,153	87,186,550
General Services	14,287,320	15,703,876	15,986,546	16,705,940	17,457,708	18,243,304
Health Department	1,381,427	1,347,873	1,372,135	1,433,881	1,498,405	1,565,834
Internal Auditor	760,351	797,143	811,492	848,009	886,169	926,047
Judicial	13,167,078	14,849,022	15,116,304	15,796,538	16,507,382	17,250,215
Metropolitan Planning Org.	989,263	1,409,324	1,434,692	1,499,253	1,566,719	1,637,222
Parks & Recreation	17,893,194	20,070,392	20,431,659	21,351,084	22,311,882	23,315,917
Planning, Zoning & Building	18,065,136	26,146,456	25,871,941	25,767,364	25,475,217	26,146,288
Public Affairs	2,647,190	2,613,112	2,660,148	2,779,855	2,904,948	3,035,671
Public Safety	16,149,468	15,978,285	16,265,894	16,997,859	17,762,763	18,562,087
Purchasing	2,045,720	2,223,806	2,263,835	2,365,707	2,472,164	2,583,411
Tourist Development	8,024,582	10,536,347	10,842,424	11,116,795	11,493,136	12,054,742
Non-Departmental	42,725,384	52,270,190	55,477,806	54,725,023	56,177,217	57,811,388
TOTAL	$504,307,764	$558,683,273	$572,545,349	$593,741,466	$620,162,701	$649,422,008
Airports	$48,390,539	$49,797,674	$56,765,870	$59,233,025	$64,136,230	$68,623,411
CoTran	10,270,439	11,155,924	12,710,000	19,011,000	23,548,000	23,563,000
Water Utilities	36,170,609	43,909,361	46,489,389	48,280,235	57,474,696	61,792,401
Total Enterprise Funds	$94,831,587	$104,862,959	$115,965,259	$126,524,260	$145,158,926	$153,978,812
Total Operating Appropriations (1)	$599,139,351	$663,546,232	$688,510,607	$720,265,726	$765,321,628	$803,400,821

(1) Excludes Golf Course, Parking Facilities and other Internal Service Operations

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

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BUDGET BY DEPARTMENT

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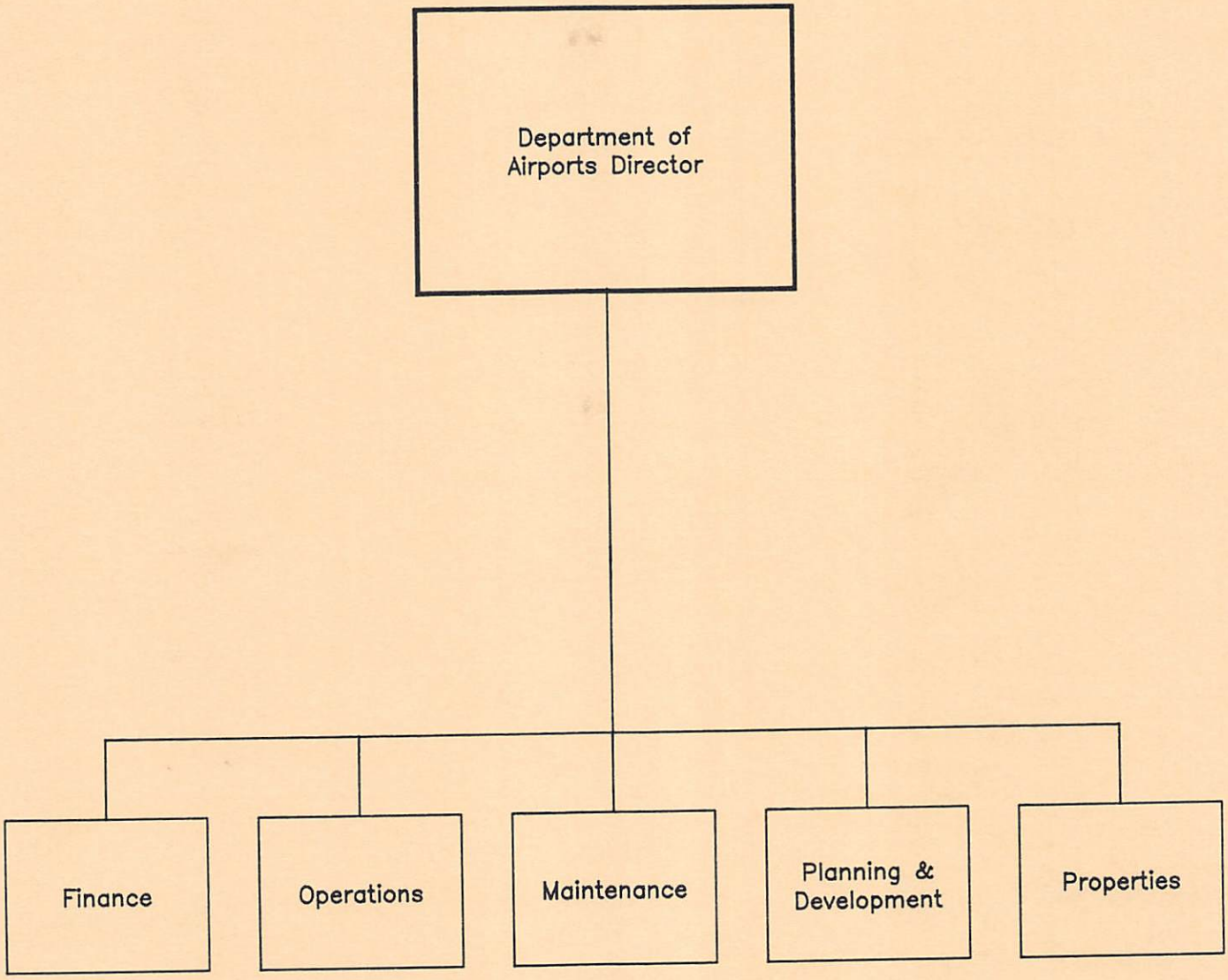
Department of Airports



DEPARTMENT SUMMARY

DEPARTMENT: AIRPORTS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	578,501	3,529,985	11,366,203	10,049,575
Airport Landing Fees	4,853,425	5,621,260	5,008,300	6,942,512
Airport Rental Revenue	22,681,564	22,385,507	20,131,440	21,309,129
Airport Concession Revenue	13,549,612	13,704,993	13,399,492	13,946,050
Other Charges for Services	930,250	1,043,400	954,634	1,215,940
Interest Revenues	3,344,467	3,074,302	3,026,287	2,657,661
Miscellaneous Revenues	1,081,194	683,825	717,912	778,034
Interfund Transfers	24,776,745	36,922,540	20,224,829	29,858,454
Fund Balance	48,672,631	50,335,172	49,090,519	43,610,278
TOTAL	120,468,392	137,300,984	123,919,616	130,367,633
APPROPRIATIONS				
Personal Services	5,778,889	6,225,001	6,067,403	6,480,883
Operating Expenses	19,414,954	19,875,520	19,267,317	19,736,891
Capital Outlay	14,626	14,813,968	19,862,314	20,824,580
Debt Service	15,900,134	15,187,475	15,187,475	16,799,355
Non-Operating	24,561,313	81,199,020	19,924,829	66,525,924
TOTAL	65,669,918	137,300,984	80,309,338	130,367,633
POSITIONS	154	146	142	142
FULL TIME EQUIVALENTS	153.75	145.75	142.00	142.00

BUDGET NARRATIVE:
The Department of Airports is responsible for the operation and maintenance of Palm Beach International Airport, Lantana Airport, and Pahokee Airport. A fourth airport, North County Airport, is currently under construction and will be completed in fiscal year 1993-94.

DEPARTMENT: AIRPORTS **ORGANIZATION: AIRPORTS OPERATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Airport Landing Fees	4,853,425	5,621,260	5,008,300	6,942,512
Airport Rental Revenue	21,780,161	21,831,107	19,431,440	20,749,129
Airport Concession Revenue	13,549,612	13,704,993	13,399,492	13,946,050
Other Charges for Services	930,250	1,043,400	954,634	1,215,940
Interest Revenues	369,847	417,300	396,100	401,500
Miscellaneous Revenues	700,558	283,781	317,868	336,100
Interfund Transfers	-2,188,526	10,163,300	3,190,494	6,202,099
Fund Balance	6,351,171	3,922,911	3,426,965	4,232,411
TOTAL	46,346,499	56,988,052	46,125,293	54,025,741
APPROPRIATIONS				
Personal Services	5,778,889	6,225,001	6,067,403	6,480,883
Operating Expenses	16,521,625	19,752,074	19,121,144	19,591,424
Debt Service	37,329	-	-	-
Non-Operating	24,523,218	31,010,977	16,704,335	27,953,434
TOTAL	46,861,062	56,988,052	41,892,882	54,025,741
POSITIONS	154	146	142	142
FULL TIME EQUIVALENTS	153.75	145.75	142.00	142.00

FUNCTION:

To operate and maintain Palm Beach International Airport, Lantana Airport, Pahokee Airport, and beginning in fiscal year 1993-94, North County Airport. All functions necessary for the operation and maintenance of airport facilities are funded by Airport revenues which are derived by user fees in the form of Airline rentals, landing fees, concession fees, parking revenues, and other rentals.

Administrative functions include planning, financing, and property management. Operational functions include safety, security, and communications control. Maintenance responsibilities include buildings, equipment, and all grounds of the Department of Airports.

GOALS AND OBJECTIVES FOR 1993-94:

* To continue 100% compliance with all FAA Regulations regarding security systems and training.
* To complete construction of the North County General Aviation Airport and provide for the necessary leasing and operational requirements.
* Maintain all airport facilities at the highest, most cost effective standards.
* To increase traveller satisfaction in all aspects of travel through the terminal including convenience, cleanliness, eye appeal, and enjoyment.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total passengers	5,088,998	4,975,000	5,174,000
Landed weight (1000 lbs.)	4,526,884	4,230,000	4,650,000
Cargo tons	18,886	19,361	19,750
Operating expense per passenger	4.35	5.09	5.07
Concession revenue per passenger	2.66	2.69	2.70
Operating revenue per passenger	8.52	8.08	8.54

DEPARTMENT: AIRPORTS **ORGANIZATION: AIRPORTS DEBT SERVICE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	1,304,346	1,344,615	1,425,300	1,428,000
Interfund Transfers	15,495,623	16,945,660	17,034,335	16,956,355
Fund Balance	15,385,763	17,150,955	17,285,022	19,233,288
TOTAL	32,185,732	35,441,230	35,744,657	37,617,643
APPROPRIATIONS				
Debt Service	15,862,805	15,187,475	15,187,475	16,799,355
Non-Operating	38,095	20,253,755	1,323,894	20,818,288
TOTAL	15,900,900	35,441,230	16,511,369	37,617,643

FUNCTION:
To provide for the payment of Revenue Bond Interest and Principal and related debt service costs. Additionally, debt service funds provide for the necessary reserve requirements as stipulated by revenue bond covenants.

DEPARTMENT: AIRPORTS **ORGANIZATION: AIRPORTS - CAPITAL PROJECTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	578,501	3,028,435	10,544,725	6,696,075
Interest Revenues	1,616,688	1,254,187	1,174,387	787,661
Miscellaneous Revenues	367,020	400,044	400,044	441,934
Interfund Transfers	11,772,761	9,813,580	-	6,700,000
Fund Balance	26,071,384	28,057,245	27,605,345	19,139,914
TOTAL	40,406,356	42,553,491	39,724,501	33,765,584
APPROPRIATIONS				
Operating Expenses	2,677,517	123,446	146,173	145,467
Capital Outlay	14,631	13,908,468	18,541,814	16,233,580
Non-Operating	-	28,521,577	1,896,600	17,386,537
TOTAL	2,692,148	42,553,491	20,584,587	33,765,584

FUNCTION:

To provide for the purchase of equipment and construction of facilities necessary for continued operation of the airport. This fund group is mandated by bond covenants to earmark funding sources and project monies. Such funding sources include grants, land sale proceeds, passenger facility charges and operating revenue transfers.

GOALS AND OBJECTIVES FOR 1993-94:

* To complete the North County Airport facilities.
* To complete the Southside FIS (Customs) Facility at the Palm Beach International Airport General Aviation Center which will process international passengers originating from general aviation sources.
* To complete the Landside Master Plan Study which will evaluate PBIA and recommend facility enhancements to meet the needs of the 90's.
* To implement Passenger Facility Charges which, upon approval, will generate $7 million on an annualized basis.

PALM BEACH COUNTY

DEPARTMENT: AIRPORTS **ORGANIZATION: AIRPORTS NOISE ABATEMENT & MITIGATION**

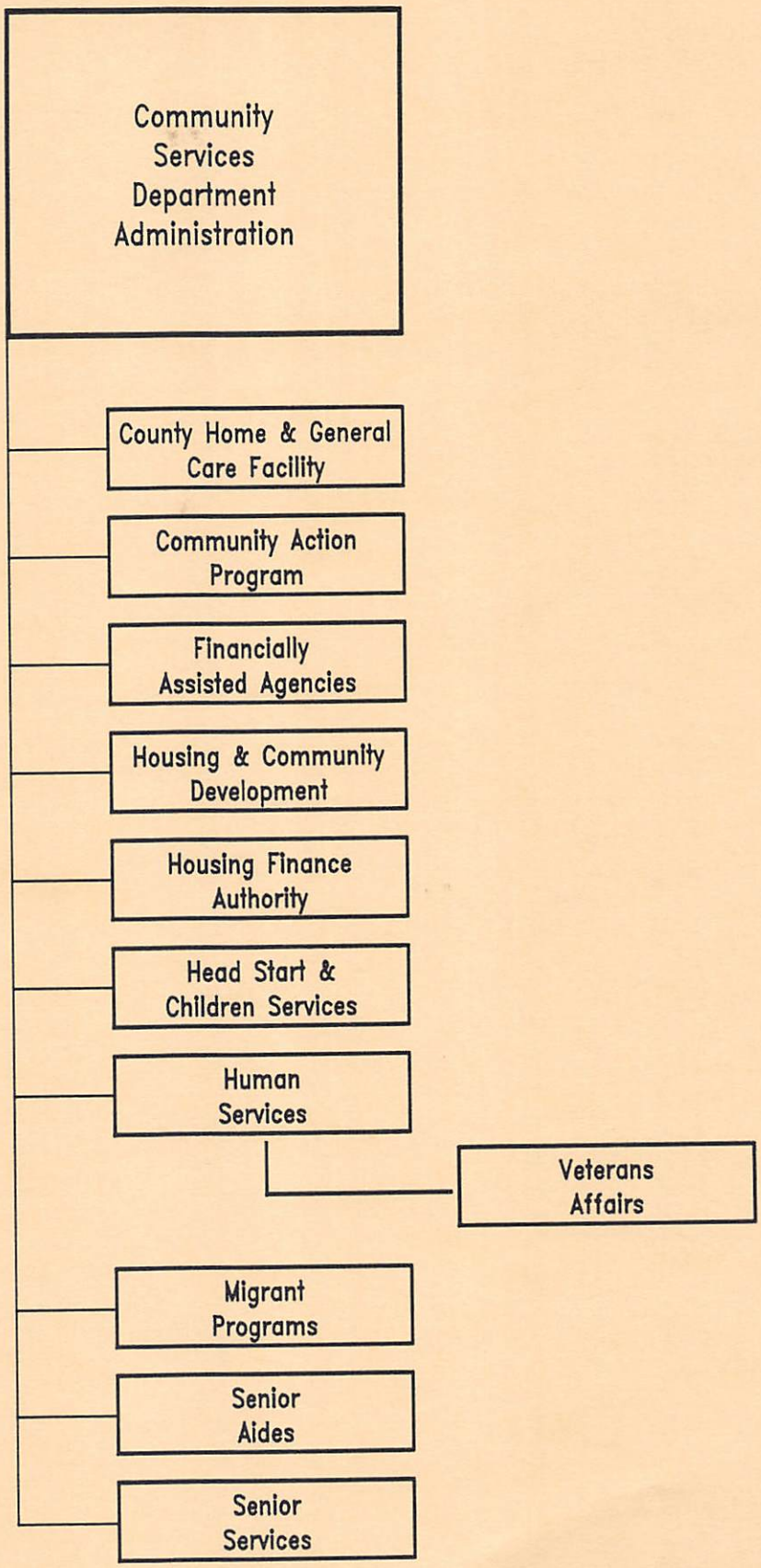
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	-	501,550	821,478	3,353,500
Airport Rental Revenue	901,403	554,400	700,000	560,000
Interest Revenues	53,585	58,200	30,500	40,500
Miscellaneous Revenues	13,615	-	-	-
Interfund Transfers	-303,113	-	-	-
Fund Balance	864,313	1,204,061	773,187	1,004,665
TOTAL	1,529,804	2,318,211	2,325,165	4,958,665
APPROPRIATIONS				
Operating Expenses	215,811	-	-	-
Capital Outlay	-4	905,500	1,320,500	4,591,000
Non-Operating	-	1,412,711	-	367,665
TOTAL	215,807	2,318,211	1,320,500	4,958,665

FUNCTION:
To provide and administer programs to reduce the impact of aircraft noise on residents of Palm Beach County.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete the soundproofing and insulation test program of surrounding residential homes.
* To begin implementation of the findings of the Part 150 Noise and Land Use Compatibility Study.
* To acquire and install upgrades to the existing noise monitoring system which will include a passive radar system and three new fixed sites.

PALM BEACH
COUNTY

Community Services Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: COMMUNITY SERVICES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	15,819,283	20,524,225	16,005,858	24,522,238
County Home Receipts	4,485,835	4,533,547	4,516,500	4,697,815
Other Charges for Services	1,006,324	1,216,038	1,279,333	1,495,349
Interest Revenues	14,712	68,900	111,500	56,500
Miscellaneous Revenues	640,259	458,975	461,590	484,050
Transfer From DOSS	-	-	18,500	18,500
Fund Balance	-2,862,432	428,709	2,011,286	993,830
TOTAL	19,103,982	27,230,394	24,404,567	32,268,282
APPROPRIATIONS				
Personal Services	20,665,291	23,811,632	22,965,683	24,269,652
Operating Expenses	18,873,326	21,456,338	22,329,430	26,277,777
Capital Outlay	2,148,826	3,089,829	2,662,317	4,027,171
Debt Service	19,494	21,175	19,456	12,953
Non-Operating	-	3,075,044	18,500	4,323,092
TOTAL	41,706,937	51,454,018	47,995,386	58,910,645
POSITIONS	728	708	708	679
FULL TIME EQUIVALENTS	720.23	694.65	695.15	668.35

BUDGET NARRATIVE:

In pursuing its mission to provide public assistance to the needy in Palm Beach County, the Community Services Department offers a wide array of services.

Migrant Workers are provided with the necessary skills to find employment year-round through the Adult Migrant Farmworkers Program.

The Human Services Division obtains emergency support for clients in need of temporary room and board and provides a broad array of case management services.

Twenty-four hour nursing, medical, rehabilitative and therapeutic care is provided by the County Home and General Care Facility. Specialized services to the ill, elderly and people with AIDS are also offered.

Through the Division of Senior Services senior citizens of Palm Beach County receive vital services, such as personal care, congregate meals, home delivered meals and transportation.

Pre-schoolers develop their learning abilities in the Head Start Program while children requiring special care receive appropriate therapies in the Handicap Effort Program.

Veterans, their widows or dependents receive assistance in securing compensation, pensions and on-the-job training through the Veterans Affairs Program.

Part-time employment may be obtained for qualified men and women aged 55 years or older through the Division of Senior Aides Employment Program.

Continued revitalization of deteriorating urban and rural communities is performed by the Housing and Community Development Division through funding from the Housing and Urban Development Department (HUD) of the Federal Government.

The full spectum of social services are provided at the neighborhood level by the Community Action Program.

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: PBC HOME & GENERAL CARE FACILITY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
County Home Receipts	4,485,835	4,533,547	4,516,500	4,697,815
Other Charges for Services	-	-	29	-
Miscellaneous Revenues	869	-	7,529	-
TOTAL	4,486,704	4,533,547	4,524,058	4,697,815
APPROPRIATIONS				
Personal Services	8,618,837	9,628,532	9,209,015	9,848,736
Operating Expenses	3,233,879	4,735,614	4,644,956	3,969,900
Capital Outlay	53,767	85,496	67,473	17,365
TOTAL	11,906,484	14,449,642	13,921,444	13,836,001
POSITIONS	302	293	292	279
FULL TIME EQUIVALENTS	300.60	288.40	287.40	276.10

FUNCTION:
The County Home and General Care Facility provides 24-hour medical, nursing, rehabilitative and therapeutic services to the indigent residents of Palm Beach County. Specialized care units provide services to AIDS patients, alzheimers patients, those requiring skilled levels of care, and rehabilitation services.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain present levels of services and quality of care.
* To delineate costs associated with specialized care units.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of patient days of service provided	64,156	69,288	69,288
Average daily occupancy	175.4	190	190
Number of meals served	271,682	293,416	293,416
Number of units of physical therapy provided	5,155	5,567	5,567
Number of units of occupational therapy provided	5,134	5,544	5,544
Number of medications administered	800,550	864,594	864,594
Number of tube feedings administered	125,520	135,561	135,561
Number of tracheotomies administered	35,400	38,232	38,232

PALM BEACH COUNTY

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: COMMUNITY SERVICES ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	755,380	838,395	814,180	813,830
Operating Expenses	817,926	151,725	138,233	180,774
Capital Outlay	-	-	-	4,500
Debt Service	19,494	21,175	19,456	12,953
TOTAL	1,592,800	1,011,295	971,869	1,012,057
POSITIONS	18	17	17	17
FULL TIME EQUIVALENTS	18.00	17.00	17.00	17.00

FUNCTION:

Community Services Administration supports and supervises five divisions and six independent programs. The spectrum of services provided include those of the following Divisions - Head Start, Senior Services, County Home and General Care Facility, Human Services, Housing & Community Development, and the following special programs - Senior Aides, Financially Assisted Agencies, Adult Migrant, Veterans' Affairs, Housing Finance Authority and Community Action.

GOALS AND OBJECTIVES FOR 1993-94:

* To develop strong working relationship with Health & Human Services Planning Association in development of a plan encompassing common application, budgetary and reporting forms and a process that allows for the coordinated funding of private, non-profit community service provider agencies.
* Restructuring of departmental fiscal operations to minimize costs while maximizing functional efficiency to all divisions & programs.
* Initiate amendments to Health & Human Services Element of the County Comprehensive Plan, as deemed appropriate.
* Continue to implement existing Comprehensive Plan strategies while exploring more cost effective and efficient methods of achieving plan objectives.
* To continue implementation of priorities identified in 1991 departmental automation information plan toward projected completion date in FY 1993-94, funding permitting.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Federal and State Grants administered	23	24	24
Number of Financially assisted agencies funded/monitored	41	41	42
Number of Financially assisted agencies requiring corrective action	9	8	8

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: DOSS COMMUNITY CENTERS/SENIOR**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	4,157	1,900	3,500	3,500
Miscellaneous Revenues	31,444	30,000	38,330	38,400
Fund Balance	99,796	99,047	134,219	46,102
TOTAL	135,398	130,947	176,049	88,002
APPROPRIATIONS				
Personal Services	147,494	160,296	160,462	171,037
Operating Expenses	104,031	122,172	109,944	111,051
Capital Outlay	4,000	10,000	2,695	-
TOTAL	255,525	292,468	273,101	282,088
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	4.50	4.50	4.50	4.50

FUNCTION:
To maintain three Senior Citizen Centers in the County as focal points for services to seniors, particularly those with the greatest social and economic need. The emphasis of activities will be on preventive and educational opportunities to promote health and independence, and recreation activities to enhance leisure time pursuits and social interaction. Recognizing that many seniors may be too distant from a senior center, recreational and educational activities are also incorporated in the congregate meals program.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain three County operated Senior Citizen Centers as primary focal points for older persons.
* To provide a range of educational and recreation programs for 3,780 persons attending senior centers and 1,470 persons attending 20 congregate meal sites.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
# of hours-recreational activities at Senior Centers & Congregate Meal Sites	167,185.25	167,186	165,186
# of hours-educational programs at Senior Centers & Congregate Meal Sites	64,434.75	64,435	62,435

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: HUMAN SERVICES DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	192,287	109,000	92,841	95,611
Other Charges for Services	1,005,965	1,216,038	1,279,304	1,351,979
Interest Revenues	53	-	-	-
Miscellaneous Revenues	36,371	-	785	-
Fund Balance	-	-	-	12,230
TOTAL	1,234,678	1,325,038	1,372,930	1,459,820
APPROPRIATIONS				
Personal Services	2,503,626	2,952,221	2,891,229	3,088,382
Operating Expenses	6,591,048	7,056,054	8,866,213	10,492,184
Capital Outlay	22,199	21,750	21,750	45,050
TOTAL	9,116,873	10,030,025	11,779,192	13,625,616
POSITIONS	72	72	71	71
FULL TIME EQUIVALENTS	72.00	72.00	71.00	71.00

FUNCTION:
The Division of Human Services directs, supervises and coordinates social and health-related service delivery programs for the indigent residents of Palm Beach County, Florida. The Division also coordinates services for County veterans and their dependents as well as provides pharmaceutical dispensing services to indigents and warehouse distribution services to County Public Health Unit Clinics and other County and State agencies. The Social Services Payments program determines eligibility, authorizes vendor payments and provides case management services for indigent County residents. Services provided by the Division include: locating temporary housing, food, utilities payment, outpatient prescriptive medications, cremation/burials and social case and group work. The Division also provides services to hospitalized residents requiring such services during their recuperation period and establishes a work plan for independent living, self esteem, dignity and self-sufficiency.

GOALS AND OBJECTIVES FOR 1993-94:
* To ensure that the housing, health care, transportation, child care, job training, employment counseling and service accessibility needs of its clientele are met in a cost-efficient manner that promotes family stability, independence and self-sufficiency.
* To provide the level of service assigned to the Division as approved in the 1992/93 Health & Human Services Element of the County's Comprehensive Plan.
* To provide services to 45,000 eligible clients.
* To serve as a change model and advocate for countywide improvements in the health and human services system.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Average number of clients served per social worker	2,000	2,200	2,200
Number of vendor payments provided	2,614	3,000	3,000
Number of pauper burials provided	369	350	350
Number of units of service provided	42,782	60,000	60,000
Average cost per client served	300	275	275
Number of clients receiving services	49,741	45,000	45,000
Number of prescriptions filled	181,759	183,000	185,000

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: VETERANS AFFAIRS DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	168,378	183,714	184,250	193,446
Operating Expenses	16,271	18,575	17,525	16,531
TOTAL	184,649	202,289	201,775	209,977
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

FUNCTION:
The function of the Veteran Affairs Office is to inform Palm Beach County veterans, family members and survivors of their benefits and assist them by filing claims, providing supporting documents which justify the claims and act as a liaison between the VA and individual claimant, and in the role of veteran's advocate, assist in preventing any loss or reduction of benefits. The function is accomplished through direct services provided at the main administrative office and through several outpost stations designated for veteran services. Our field representative also services clients who are patients in hospitals, nursing homes and those who are permanently housebound.

GOALS AND OBJECTIVES FOR 1993-94:
* To identify additional Palm Beach County veterans, dependents or survivors through an outreach program which will involve lectures, workshops and publications of the Veterans Affairs Office services.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of veteran contacts	26,988	27,800	27,800
Number of contacts per counselor	6,746	6,950	6,950

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: HOUSING FINANCE AUTHORITY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	-	-	-
Operating Expenses	-	-	-	-
TOTAL	-	-	-	-
POSITIONS	2	2	2	2
FULL TIME EQUIVALENTS	2.00	2.00	2.00	2.00

FUNCTION:
The Housing Finance Authority assists individuals in home ownership through the sale of tax free revenue bonds and makes low interest mortgage monies available for single-family projects situated in Palm Beach County.

Palm Beach County is reimbursed by the Houing Finance Authority for all expenditures related to the program.

GOALS AND OBJECTIVES FOR 1993-94:
* To audit 28 existing multi-family projects.
* To monitor projects under construction.
* To issue single-family bonds for home ownership.
* To issue multi-family bonds.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Single family revenue bonds	18.0m	20.0m	30.0m
Multi-family revenue bonds	5.3m	10.0m	10.0m

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: SENIOR AIDES EMPLOYMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	534,525	571,473	564,009	624,580
Interest Revenues	2,362	-	-	-
Miscellaneous Revenues	8,421	-	-	-
Fund Balance	78,242	-	-	-
TOTAL	623,550	571,473	564,009	624,580
APPROPRIATIONS				
Personal Services	591,797	605,391	604,128	663,163
Operating Expenses	37,256	57,457	47,441	57,314
TOTAL	629,053	662,848	651,569	720,477
POSITIONS	2	2	2	2
FULL TIME EQUIVALENTS	2.00	2.00	2.00	2.00

FUNCTION:
The Senior Aides Program is a federally funded employment program (Older Americans Act, Title V) for persons aged 55 and older whose family income does not exceed 125% of the federal poverty level. When openings are available, eligible applicants are placed in public or private non-profit, non-partisan community service agencies where they work 20 hours per week minimum wage. The purpose of the program is -through these placements- to provide its enrollees with an opportunity to renew and upgrade old skills or learn new ones so that they can readily move into an unsubsidized job.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain participant level at authorized number.
* To place at least 21 Senior Aides in unsubsidized placements.
* To monitor all Senior Aides host agencies once each quarter.
* To strengthen the working relationship with PIC/JTPA.
* To have at least 15 Senior Aides successfully complete PIC/JTPA training programs.
* To exceed the placement of 300 non-enrollees in private sector jobs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of unsubsidized placements of Senior Aides	21	14	21
Number of program participants	179	140	140
Number of non-enrolled seniors in private sector jobs	332	340	355

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: JTPA - ADULT MIGRANT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	564,355	372,792	377,250	383,573
Fund Balance	-241,173	-	11,355	12,117
TOTAL	323,182	372,792	388,605	395,690
APPROPRIATIONS				
Personal Services	178,968	195,086	186,323	205,871
Operating Expenses	138,231	177,706	187,544	196,617
Capital Outlay	-	-	2,621	-
TOTAL	317,200	372,792	376,488	402,488
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

FUNCTION:
The Migrant and Seasonal Farmworkers Program provides employment and training services to farmworkers and their families who suffer chronic seasonal unemployment in Palm Beach County. Eligible participants are offered academic and vocational education, on-the-job training and work experience so that they may obtain full-time year-round employment. The program is operated through a grant from the Florida Department of Education with funds from the U. S. Department of Labor's Job Training Partnership Act (JTPA), Title IV, Section 402.

GOALS AND OBJECTIVES FOR 1993-94:
* To interview 250 program applicants.
* To enroll 150 participants in academic or vocational training, including 10 work experience positions.
* To terminate 113 from training, placing 60% (68) in unsubsidized employment.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of enrollments	129	150	150
Cost per enrollment	2,567	2,440	2,440
Number of job placements	41	68	68
Job placements per total terminations (%)	49%	60%	60%
Cost per job placement	8,077	5,383	5,383

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: HOUSING & COMMUNITY DEVELOPMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	6,219,585	11,368,176	6,295,936	13,649,815
Interest Revenues	-6,749	50,000	105,000	50,000
Miscellaneous Revenues	318,173	150,000	196,418	209,000
Fund Balance	-2,854,116	329,662	406,899	408,317
TOTAL	3,676,893	11,897,838	7,004,253	14,317,132
APPROPRIATIONS				
Personal Services	1,293,117	1,545,609	1,376,088	1,235,758
Operating Expenses	3,156,570	4,372,708	2,793,032	4,941,853
Capital Outlay	1,800,637	2,904,477	2,426,816	3,834,929
Non-Operating	-	3,075,044	-	4,304,592
TOTAL	6,250,325	11,897,838	6,595,936	14,317,132
POSITIONS	36	33	33	28
FULL TIME EQUIVALENTS	36.00	33.00	33.00	28.00

FUNCTION:

The primary function of Housing and Community Development (HCD) is to revitalize deteriorating urban and rural communities through the provision of decent housing and a suitable living environment for those persons of low and moderate income. To accomplish the function, Community Development Block Grant (CDBG) funds are utilized primarily within ten neighborhoods.

GOALS AND OBJECTIVES FOR 1993-94:

* To promote the construction of approximately 19 units of Affordable Housing on vacant infill lots.
* To promote the construction of approximately 11 units of replacement housing as a result of demolition of dilapidated structures.
* To rehabilitate 100 substandard dwelling units.
* To demolish 75 dilapidated structures.
* To provide relocation assistance to 10 qualified families.
* To initiate 12 capital improvement projects.
* To complete 10 capital improvement projects.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of rehabilitation loans approved	75	75	100
Number of housing units rehabilitated	112	75	100
Housing rehabilitation cost per unit	12,027	13,000	13,000
Number of families receiving relocation assistance	14	10	10
Relocation cost per unit	29,064	35,000	35,000
Number of units demolished	78	75	75
Demolition cost per unit	1,444	2,500	2,500
Number of new housing units constructed	109	19	30

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: COMMUNITY CARE FOR THE ELDERLY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	1,815,783	1,818,950	1,673,503	1,607,723
Interest Revenues	-3,345	2,000	3,000	3,000
Miscellaneous Revenues	15,669	25,000	18,500	18,500
Transfer From DOSS	-	-	18,500	18,500
Fund Balance	-	-	465,814	264,563
TOTAL	1,828,107	1,845,950	2,179,317	1,912,286
APPROPRIATIONS				
Personal Services	1,442,013	1,498,866	1,632,540	1,412,984
Operating Expenses	716,434	728,883	697,663	682,053
Non-Operating	-	-	18,500	18,500
TOTAL	2,158,447	2,227,749	2,348,703	2,113,537

FUNCTION:
To delay or prevent institutionalization (including nursing home placement) of functionally impaired low income seniors in Palm Beach County through the provision of case management and an array of support services. The service area extends from Hypoluxo Road north to the Martin County line and includes the western rural area of the County.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide case management services for 1,815 eligible seniors.
* To provide personal care services for 450 eligible seniors.
* To provide homemaker services for 500 eligible seniors.
* To provide chore services for 27 eligible seniors.
* To provide the caregivers of 145 eligible seniors with support through provision of respite care.
* To provide adult day care services for 120 eligible seniors.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of hours of case management services	29,736	31,604	30,454
Number of hours of homemaker services	25,314	14,331	14,331
Number of hours of personal care services	19,438	16,622	16,622
Number of hours of respite care	12,254	10,260	10,260
Number of hours of adult day care	45,435	44,016	44,016
Number of hours of chore services	296	173	173

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: DOSS - TITLE III**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	2,731,810	2,930,708	2,912,521	3,003,465
Interest Revenues	-21,044	15,000	-	-
Miscellaneous Revenues	210,777	228,975	198,215	218,150
Fund Balance	-	-	269,098	49,713
TOTAL	2,921,543	3,174,683	3,379,834	3,271,328
APPROPRIATIONS				
Personal Services	1,200,770	1,301,810	1,325,153	1,310,527
Operating Expenses	2,306,589	2,513,863	2,640,706	2,620,376
Capital Outlay	13,345	-	-	-
TOTAL	3,520,704	3,815,673	3,965,859	3,930,903

FUNCTION:
The Division of Senior Services (DOSS) Title III program provides service to persons age 60 and older in Palm Beach County. Title III-B provides social, transportation, support and access services. Title III-C1 provides seniors the opportunity to participate in a congregate dining program and nutrition education. Outreach activities are conducted with services and resources available to support independent living. Title III-C2 provides home delivered meals to functionally impaired homebound seniors and enhances their ability for independent living. Title III-D provides in-home services to frail elderly homebound seniors.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide nutrition education services to 1,800 seniors.
* To provide 15,000 callers with information regarding services and resources specific to older persons.
* To provide referral services to 1,380 unduplicated seniors in need of service.
* To provide homemaker service to 1,000 eligible older persons and to 58 frail elderly homebound seniors.
* To provide transportation to medical appointments, nutrition sites and shopping for 2,700 transportation disadvantaged seniors.
* To provide 5,595 persons daily meals.
* To provide 20 households with exterminator service.
* To provide the caregivers of 40 eligible persons with temporary relief through the provision of respite care.
* To provide outreach services for 2,600 older persons to determine service needs and assist in service acquisition.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of information calls processed	20,176	21,200	21,200
Number of referral contacts	5,639	5,530	5,530
Hours of homemaker/respite care	28,805	28,455	28,455
Number of one way trips	112,003	105,000	105,000
Number of congregate meals served	349,702	313,051	313,051
Number of home delivered meals served	312,747	316,768	316,768
Hours of outreach services	4,887	4,891	4,891
Hours of nutrition education	17,774	16,848	16,848

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: DOSS - NON-GRANT/JOINT COSTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fund Balance	-	-	87,701	87,701
TOTAL	-	-	87,701	87,701
APPROPRIATIONS				
Personal Services	64,282	209,900	208,618	70,978
Operating Expenses	-	4,126	4,936	4,983
Capital Outlay	-	-	-	11,740
TOTAL	64,282	214,026	213,554	87,701
POSITIONS	107	105	105	94
FULL TIME EQUIVALENTS	101.63	97.25	97.25	86.75

FUNCTION:
Non-grant costs are ineligible expenses under the terms of the grant agreement. Joint Cost performs financial budgeting, accounting and support for the five basic programs under the Division of Senior Services. Costs are allocated to each program based on an established percentage.

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: CAC - JOINT COSTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	-	-	-
Operating Expenses	-	-	-	-
Debt Service	-	-	-	-
TOTAL	-	-	-	-
POSITIONS	13	12	12	4
FULL TIME EQUIVALENTS	13.00	12.00	12.00	4.00

FUNCTION:
Joint Costs performs financial budgeting, accounting and custodial support for the six basic programs under the Head Start/Community Action Program. Common and shared costs as well as personal services are allocated to each program based on salary and wage percentages.

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: CHILD CARE FOOD PROGRAM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	360,284	362,783	362,783	458,796
Miscellaneous Revenues	550	-	-	-
TOTAL	360,834	362,783	362,783	458,796
APPROPRIATIONS				
Personal Services	246,720	291,296	279,748	299,348
Operating Expenses	288,248	321,430	282,070	301,694
Capital Outlay	38,457	-	-	-
TOTAL	573,425	612,726	561,818	601,042
POSITIONS	10	10	10	10
FULL TIME EQUIVALENTS	10.00	10.00	10.00	10.00

FUNCTION:
To provide nutritious meals (breakfast, lunch and afternoon snack) that meet two-thirds of the child's daily nutritional requirement, recognizing individual differences and cultural patterns. To provide nutrition education to parents, staff and children.

GOALS AND OBJECTIVES FOR 1993-94:
* To update the Nutrition Management by Objective Plan.
* To complete a Nutritional Assessment of 823 children and provide special diets as needed.
* To provide nutrition education to parents of over/underweight children.
* To provide for each child's daily breakfast, lunch and p.m. snack which meet two-thirds of the child's nutritional needs.
* To have ten cooks certified as food service workers as required by the State of Florida.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of children meals provided	382,629	567,870	692,070
Cost per meal and snack provided ($)	-	1.13	1.20
Cost per child served	976.29	744.50	789.17
Number of staff receiving specialized certification	3	9	10

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: TITLE XX CHILD DAY CARE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	49,766	-	-	-
Other Charges for Services	358	-	-	-
TOTAL	50,125	-	-	-
APPROPRIATIONS				
Personal Services	93,112	-	-	-
Operating Expenses	25,611	-	-	-
TOTAL	118,723	-	-	-
POSITIONS	6	-	-	-
FULL TIME EQUIVALENTS	6.00	-	-	-

FUNCTION:
To provide child development service to children, ages two to five, who meet HRS/Title XX eligibility requirements. After June 30, 1992, Palm Beach County will not have a Title XX program. Children and teachers were transferred to the Head Start Program.

PALM BEACH COUNTY

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: HEADSTART**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	2,529,398	2,478,137	2,805,277	3,733,358
Miscellaneous Revenues	17,226	25,000	1,813	-
Fund Balance	-	-	523,489	113,087
TOTAL	2,546,624	2,503,137	3,330,579	3,846,445
APPROPRIATIONS				
Personal Services	2,703,033	3,686,666	3,327,052	3,912,502
Operating Expenses	972,558	943,051	1,178,882	2,083,072
Capital Outlay	214,936	68,106	139,276	113,087
TOTAL	3,890,528	4,697,823	4,645,210	6,108,661
POSITIONS	126	126	126	134
FULL TIME EQUIVALENTS	126.00	126.00	126.00	134.00

FUNCTION:
To provide Child Development Services to economically disadvantaged children and their families. The Head Start Program seeks to foster the development of children and enable them to deal more effectively in their present environment and in later life.

GOALS AND OBJECTIVES FOR 1993-94:
* To enroll 823 economically disadvantaged three and four year old children.
* To maintain an outreach and recruitment system which insures enrollment of the neediest of eligible children.
* To continue implementation of current education curriculum.
* To conduct Parent Education Workshops at each of the ten centers.
* To provide medical and dental health services, emphasizing preventive health and early intervention for 823 students.
* To maintain an outreach and recruitment system for all records on enrolled children and families.
* To complete Family Needs Assessments on a minimum of 823 families and develop a plan to meet identified needs.
* To refer eligible families to Community Action Program for enrollment in the USDA Commodity Program.
* To expand Head Start services to approximately 190 additional children and families in Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of children enrolled in Early Periodic Screening-Diag Treatmt(EPSDT)	419	615	712
Cost per child for medical services	60.63	41.48	37.89
Cost per child for dental services	34.55	33.46	30.49
Cost per child served	76.58	56.61	35.72
Total number of cluster programs	-	11	13
Number of children professionally diagnosed as having a disability	88	89	101
Cost per child - handicapped	486.98	490.96	520.45

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: CREDENTIALLING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	8,052	13,052	16,052	28,427
TOTAL	8,052	13,052	16,052	28,427
APPROPRIATIONS				
Operating Expenses	12,041	13,052	16,052	28,427
TOTAL	12,041	13,052	16,052	28,427

FUNCTION:
To provide an opportunity for professional and non-professional staff to study child development and related subjects at colleges and universities, in courses which lead to academic degrees, certification in Early Childhood and/or a Child Development Credential (CDA).

To provide staff at all levels in all program areas with training to improve job performance and opportunities for advancement within the Program.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide pre-service and in-service training for all staff in job related subjects.
* To arrange with Palm Beach Community College for Child Development Associate classes.
* To assist staff with CDA advisors and parent representatives when needed.
* To have 100% of teachers CDA Credentialed or A.A. Degree in Early Childhood/Related Degree.
* To have 90% of teacher assistants CDA Credentialed.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of staff receiving Child Development Associate (CDA) credentials	4	8	19
Number of staff awaiting CDA assessment	5	8	19
Number of enrolled in CDA training	7	8	19
Number of teachers credentialed	75	64	91
General training cost per staff	350	92	92
Cost per staff for child development assessment	325	365	365

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: COMMUNITY SERVICES BLOCK GRANT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	431,019	385,054	391,321	384,361
Fund Balance	54,819	-	32,886	-
TOTAL	485,838	385,054	424,207	384,361
APPROPRIATIONS				
Personal Services	650,215	704,716	709,211	821,293
Operating Expenses	218,840	134,956	167,729	116,846
Capital Outlay	1,485	-	1,686	500
TOTAL	870,540	839,672	878,626	938,639
POSITIONS	19	19	19	19
FULL TIME EQUIVALENTS	18.50	18.50	19.00	19.00

FUNCTION:
The Community Action Program ensures a better focusing of all available local, state, private and federal resources with the goal of enabling low-income individuals and families of all ages, in rural and urban areas, in attaining the skills, knowledge and motivation to become self-sufficient.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide a range of services and activities having measurable and potentially major impact on the causes of poverty in Palm Beach County in the program areas of employment, income emergency assistance, prevention of starvation and transportation.
* To provide 2,360 units of service to 765 eligible homeless clients under the program area of prevention.
* Expand services to provide follow up and long term services to eligible homeless clients.
* Provide assistance in obtaining social services and income support services for homeless individuals.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Provide 200 units of job referral service	230	200	225
Provide 5,000 units of transportation for kidney dialysis patients	4,054	5,000	4,500
Provide 2,500 units of emergency assistance-food, clothing and furn.	700	800	900
Distribute 30,000 units of food commodities	13,000	30,000	30,000
Prevent eviction of 20 families; provide units of rent/mortgage assistance	68	25	20
Provide 240 units of emergency lodging for 5 eligibile families	2,842	240	240
Provide 1,500 units of nutrition assistance to 300 elig. individuals	3,000	1,500	1,500
Provide 200 personal hygiene kits for 200 eligible individuals	402	200	200

DEPARTMENT: COMMUNITY SERVICES **ORGANIZATION: LOW INCOME ENERGY ASSIST PRGM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	382,413	114,100	514,365	552,529
Fund Balance	-	-	79,825	-
TOTAL	382,413	114,100	594,190	552,529
APPROPRIATIONS				
Personal Services	7,549	9,134	57,686	82,716
Operating Expenses	237,793	104,966	536,504	469,813
TOTAL	245,342	114,100	594,190	552,529
POSITIONS	-	2	4	4
FULL TIME EQUIVALENTS	-	2.00	4.00	4.00

BUDGET COMMENT:
To ensure the continuation of utility service for eligible low income families through the provision of emergency assistance payments under the Low Income Energy Assistance Program (LIHEAP).

GOALS AND OBJECTIVES FOR 1993-94:
* To provide assistance to low-income individuals/families who are in a energy crisis situation.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
To prevent utility disconnection for 5,000 eligible households in Palm Beach County through provision of emergency energy assistance.	n/a -	5,000 -	6,000 -

DEPARTMENT: COMMUNITY SERVICES ORGANIZATION: MEDICAID WAIVER

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	-	-	143,370
TOTAL	-	-	-	143,370
APPROPRIATIONS				
Personal Services	-	-	-	139,081
Operating Expenses	-	-	-	4,289
TOTAL	-	-	-	143,370

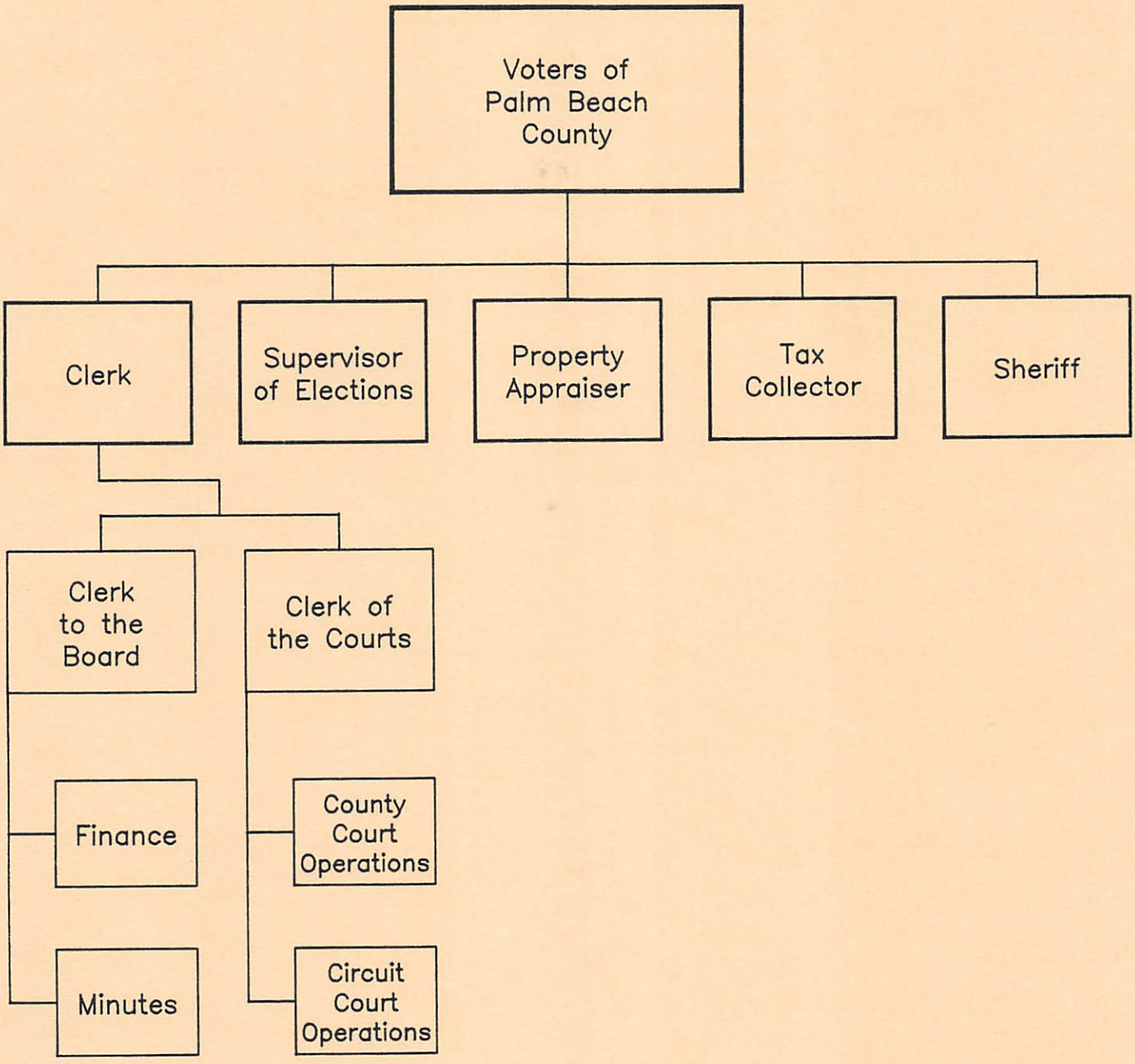
BUDGET COMMENT:
To provide case management for elderly persons at risk of nursing home placement who have been determined eligible to receive services through the Home and Community Based Services (HCBS) Medicaid Waiver program. Case managers will assess client service needs, arrange and monitor service provision and adjust service levels to address changes in client condition.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain low income frail seniors in their homes through provision of support services.
* To provide case management for 135 HCBS Medicaid Waiver seniors.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total of 2,300 hours of case management provided for HCBS Medicaid Waiver clients	n/a -	1,150 -	2,300 -

PALM BEACH
COUNTY

Constitutional Officers



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: SHERIFF

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Building Permits & Zoning Fees	67,775	-	-	-
Other Licenses & Permits	3,408	-	-	-
Federal/State Grants	996,764	300,000	1,238,910	375,000
Charges for Services-Sheriff	964,083	1,006,000	956,103	956,419
Charges for Police Services	6,720,706	7,340,006	6,877,828	7,336,442
Emergency Service Fees	614,966	661,418	455,816	690,302
Rental Revenues	8,163	25,000	21,086	25,000
Other Charges for Services	418,577	909,083	1,241,714	1,299,500
Confiscated Property	855,020	-	-	-
Fines & Forfeitures	664,514	622,000	645,813	734,000
Interest Revenues	1,422,539	1,000,000	1,533,601	1,586,254
Inter-Departmental Charges	54,961	134,390	50,000	56,915
Miscellaneous Revenues	2,712,191	595,000	2,620,976	580,000
Interfund Transfers	25,462	-	-	-
Fund Balance	2,038,265	-	1,700,715	1,008,600
TOTAL	17,567,400	12,592,897	17,342,562	14,648,432
APPROPRIATIONS				
Operating Expenses	500,592	526,542	397,321	577,419
Non-Operating	125,361,736	141,948,645	143,719,292	150,297,601
TOTAL	125,862,328	142,475,187	144,116,613	150,875,020
POSITIONS	2297	2441	2439	2460
FULL TIME EQUIVALENTS	2,205.50	2,343.50	2,341.50	2,386.00

BUDGET NARRATIVE:

The Sheriff, a Constitutional Officer, is the chief law enforcement officer of Palm Beach County. The Sheriff enforces the laws of the State of Florida and the ordinances of the County of Palm Beach - criminal, traffic and civil. The Sheriff's Office is responsible for providing uniformed law enforcement services to the citizens, securing the courts, serving all warrants and processes issued by the courts, and operating the county detention and correction facilities.

During FY 1991-92, the Sheriff's Office implemented 20 new volunteer programs; served and processed 46,532 warrants, booked 54,928 inmates and responded to 315,974 calls for service. The new administrative and detention complexes were completed during this year which expanded the county inmate capacity to 2,990 beds.

DEPARTMENT: SHERIFF **ORGANIZATION: SHERIFF OPERATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Building Permits & Zoning Fees	67,775	-	-	-
Other Licenses & Permits	3,408	-	-	-
Federal/State Grants	347,069	300,000	580,946	375,000
Charges for Services-Sheriff	964,083	1,006,000	956,103	956,419
Charges for Police Services	6,720,706	7,340,006	6,877,828	7,336,442
Emergency Service Fees	614,966	661,418	455,816	690,302
Rental Revenues	8,163	25,000	21,086	25,000
Other Charges for Services	418,577	909,083	1,241,714	1,299,500
Fines & Forfeitures	664,514	622,000	645,813	734,000
Interest Revenues	1,313,350	1,000,000	1,463,601	1,536,254
Inter-Departmental Charges	54,961	134,390	50,000	56,915
Miscellaneous Revenues	2,712,191	595,000	2,620,976	580,000
TOTAL	13,889,768	12,592,897	14,913,883	13,589,832
APPROPRIATIONS				
Non-Operating	123,278,278	141,948,645	142,299,213	149,239,001
TOTAL	123,278,278	141,948,645	142,299,213	149,239,001
POSITIONS	2297	2441	2439	2460
FULL TIME EQUIVALENTS	2,205.50	2,343.50	2,341.50	2,386.00

FUNCTION:
The function of the Sheriff's Department is to maintain law and order through crime prevention and law enforcement programs; to operate the County's detention facilities and to serve the orders of the Court and the Board of County Commissioners.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop a goal setting strategy session to redefine and evaluate the mission of the Palm Beach County Sheriff's Office.
* To obtain federal grants to assist the development and implementation of a countywide substance abuse awareness program.
* To relocate the civil and bailiff facilities to the new Palm Beach County courthouse facility.
* To fully implement bicycle patrols throughout the unincorporated areas of Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of law enforcement calls for service	315,974	338,092	350,000
Number of jail facilities bookings	54,928	52,721	54,000
Number of warrants served	46,532	47,509	48,506
Number of officers per thousand	2.19	2.11	2.00
Number of RSVP volunteers	1,200	1,947	2,500

DEPARTMENT: SHERIFF **ORGANIZATION: OTHER SHERIFF'S DEPT. EXPENSE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	500,592	526,542	397,321	577,419
TOTAL	500,592	526,542	397,321	577,419

BUDGET COMMENT:
The Board of County Commissioners provides funding for the rental of various facilities for Sheriff's Office operations in accordance with Chapter 30.49, F.S.

Included in this budget are building and grounds rentals for facilities at Palm Beach International Airport, Allied Building, the D & D Centre, the Drug Farm and the Purchasing facility in Lantana.

DEPARTMENT: SHERIFF **ORGANIZATION: SHERIFF-LETF**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	649,695	-	657,964	-
Confiscated Property	855,020	-	-	-
Interest Revenues	109,189	-	70,000	50,000
Interfund Transfers	25,462	-	-	-
Fund Balance	2,038,265	-	1,700,715	1,008,600
TOTAL	3,677,632	-	2,428,679	1,058,600
APPROPRIATIONS				
Non-Operating	2,083,458	-	1,420,079	1,058,600
TOTAL	2,083,458	-	1,420,079	1,058,600

FUNCTION:
The Law Enforcement Trust Fund (LETF) is a special trust established by the Board of County Commissioners as authorized under Chapter 932.705, F.S. The trust fund is derived from the sale of forfeited property and interest earned. These funds may be expended only upon request of the Sheriff to the Board of County Commissioners and are used exclusively for law enforcement purposes.

Chapter 932.705, F.S. prohibits LETF revenues and expenditures from being included in the adoption and approval process of the Palm Beach County budget, however, existing fund balances from previous activity are being budgeted as the amounts have been received in prior years.

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: SUPERVISOR OF ELECT.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Supervisor of Election Fees	57,734	25,000	24,075	25,000
Miscellaneous Revenues	3,127	-	136	-
TOTAL	60,861	25,000	24,211	25,000
APPROPRIATIONS				
Personal Services	1,143,103	1,248,762	1,242,971	1,278,840
Operating Expenses	1,266,991	1,419,440	1,368,545	1,096,618
Capital Outlay	85,551	306,147	232,889	98,256
TOTAL	2,495,645	2,974,349	2,844,405	2,473,714
POSITIONS	30	30	30	30
FULL TIME EQUIVALENTS	29.50	29.50	29.50	30.00

BUDGET NARRATIVE:

The Supervisor of Elections is responsible for the registration of voters, maintenance of the voter rolls, conduct of elections, recruiting and training of all pollworkers, reporting of financial disclosure, reporting of campaign financing and handling of all candidates' filings.

During the 1992 Presidential Election year, approximately 75,740 new voters were added to the rolls and 13,920 voters who had been temporarily removed were reinstated. Several hundred volunteer voter registrars were trained and deputized to take registrations in temporary registration drives.

The Voter Registration Outreach Program offered registration at more than 100 permanent locations in addition to the County Courthouse locations of the Elections Office. These included various city halls, banks and savings and loan offices, and businesses of other types. The Outreach Program also operated the Voter Registration mobile Unit which took registrations at shopping centers around the County.

The turnout of registered voters was 85.48% - the highest turnout in the past 25 years.

DEPARTMENT: SUPERVISOR OF ELECT. **ORGANIZATION: SUPERVISOR OF ELEC-GEN EXPENSE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Supervisor of Election Fees	57,734	25,000	24,075	25,000
Miscellaneous Revenues	3,127	-	-	-
TOTAL	60,861	25,000	24,075	25,000
APPROPRIATIONS				
Personal Services	1,012,229	1,098,007	1,094,430	1,128,046
Operating Expenses	526,451	606,772	604,343	508,002
Capital Outlay	85,551	184,197	178,265	23,880
TOTAL	1,624,231	1,888,976	1,877,038	1,659,928
POSITIONS	27	27	27	27
FULL TIME EQUIVALENTS	26.50	26.50	26.50	27.00

FUNCTION:
To provide for the registration of voters, maintenance of voter rolls, recruitment and training of pollworkers, candidate qualifying and reporting, and conducting elections.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide services for the primary elections in 1994 and the municipal elections in 1994.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of registered voters	416,218	488,936	497,695
Number of registered voters per full time equivalent	16,757	19,231	19,142

DEPARTMENT: SUPERVISOR OF ELECT. ORGANIZATION: VOTING EQUIPMENT/ELECTIONS EXPENSE

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	-	-	136	-
TOTAL	-	-	136	-
APPROPRIATIONS				
Personal Services	130,874	150,755	148,541	150,794
Operating Expenses	740,540	812,668	764,202	588,616
Capital Outlay	-	121,950	54,624	74,376
TOTAL	871,414	1,085,373	967,367	813,786
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
To provide and prepare voting equipment and computer programs for elections and to provide for the supplies, services and pollworker salaries necessary to conduct elections.

GOALS AND OBJECTIVES FOR 1993-94:
* To prepare voting equipment and computers for the primary elections in 1994 and the municipal elections in 1994.
* To conduct the primary elections in 1994 and the municipal elections in 1994.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of vote recorders per full time equivalent	1,458	1,458	1,458

PALM BEACH
COUNTY

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: CLERK OF COURTS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Clerk-County Court Fees	147,260	742,500	1,090,817	1,095,000
Clerk-Circuit Court Fees	422,454	2,012,500	2,150,307	2,170,000
Excess Fees-Clerk of the Court	1,799,264	-	1,083,996	-
TOTAL	2,368,978	2,755,000	4,325,120	3,265,000
APPROPRIATIONS				
Personal Services	3,379,380	3,750,033	3,750,033	3,650,242
Operating Expenses	3,436,584	3,668,318	3,625,744	3,440,031
Capital Outlay	44,797	19,116	19,116	1,673,083
Non-Operating	13,222,560	14,952,753	14,952,753	15,143,114
TOTAL	20,083,321	22,390,220	22,347,646	23,906,470
POSITIONS	388	373	373	373
FULL TIME EQUIVALENTS	388.00	373.00	371.33	371.33

BUDGET NARRATIVE:

The Clerk of the Circuit Court serves as Clerk of the Courts and Ex-Officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all County funds.

The Clerk, as Clerk of the Circuit Court, serves the court in a ministerial capacity, keeps the court's records and seal, issues process, enters judgements and orders, gives certified copies from the records and performs other similar duties. The Clerk also serves the courts through the Circuit Court Civil, Circuit Court Probate and Guardianship, Circuit Court Juvenile, Circuit Court Criminal, Appeals and non-judicial actions.

The Clerk, as Ex-Officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all County funds, pre-audits disbursements of County funds to provide reasonable assurance that County procedures are met, that the approved budget is not overspent, and that the expenditure is for a legal purpose. It is the responsibility of the Clerk and the Chair of the Board of County Commissioners to co-sign checks for payment of all County bills.

To fulfill the role of Custodian and Treasurer of County funds, the Clerk, through the Finance Division, receives, deposits and accounts for all monies and invests surpluses according to specified procedures as outlined in an up-to-date cash management program, and in accordance with the County Commission's Investment Ordinance. The Board of County Commissioners' Comprehensive Annual Financial Report (CAFR) is prepared by the Financial Reporting Section of the Finance Division in accordance with Florida Statutes and generally accepted accounting principles. The Systems and Reporting Section provides support and training to County Departments in the use of LGFS (Local Government Financial System) and the reports produced by the system.

The budget of the Clerk is divided into two (2) distinct parts, the "County-supported" side and the "Fee-supported" side. On the County-supported side, the Board of County Commissioners is responsible for directly funding the operating expenses of the County Court, the Finance Department, a pro-rata share of the Clerk's Administrative Support functions and other expenses as required by law. On the fee-supported side, the Clerk collects fees for services allowable by Florida Statutes. These fees are used primarily to support the operations of the Circuit Court.

For FY 1993-94, the County-supported side of the Clerk's budget will total $23,906,470 which includes funding for personal services for 373 positions, data processing costs, other operating costs and capital outlay. The fee-supported side will total $10,900,946 which includes funding for personal services for 307 positions and other operating costs. Only the County-supported side of the Clerk's budget appears on the following pages.

DEPARTMENT: CLERK OF COURTS ORGANIZATION: JURY PAYROLL

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	30,142	38,433	38,433	40,033
TOTAL	30,142	38,433	38,433	40,033
POSITIONS	1	1	1	1
FULL TIME EQUIVALENTS	1.00	1.00	1.00	1.00

FUNCTION:
Jury and Witness Payroll is responsible for payments to jurors, witnesses for State Attorney investigations, witnesses for the Grand Jury, and trial witnesses. Jurors, witnesses for State Attorney investigations and witnesses appearing before the Grand Jury are paid from funds provided by the State. These State funds are requisitioned in advance and a quarterly accounting of payments from the advance is prepared by staff.

GOALS AND OBJECTIVES FOR 1993-94:
* To process payroll on a timely basis.
* To reconcile balances with the State by the date required by Florida Statutes.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of juror payroll checks processed	14,139	12,122	13,000
Number of witness payroll checks processed	635	454	500

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CIRCUIT COURT CRIMINAL DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	407,830	-	-	-
Capital Outlay	39,294	-	-	-
Non-Operating	660,930	937,070	937,070	871,314
TOTAL	1,108,054	937,070	937,070	871,314

FUNCTION:
The Criminal Division of the Circuit Court processes and manages felony cases filed as a result of an arrest, information filed by the State Attorney, or Grand Jury indictment. Examples of felony offenses include homicide, sexual offenses, robbery, burglary, drugs, fraud, arson and forgery. Records and evidence pertaining to Circuit Criminal cases are maintained by this office, and courtroom clerks attend each court session to record arraignment, hearing and trial action. The progress of each case is recorded in an automated system and notices, warrants and capias are issued by this office. Records on Appeal to the Fourth District Court of Appeals of the Florida Supreme Court, as well as appeals from County Criminal Court to Circuit Court, are prepared by office staff.

There are seven regular divisions of the Criminal Division in addition to Division "Y" in Belle Glade. There are also two County Court judges who regularly sit on felony cases, one for arraignments and the other for trails. Civil cases filed in the Criminal Division include bond forfeitures, property confiscation and various writs.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue with the implementation of the new Criminal Justice Information System (CJIS), focusing on the detailed design of the system.
* To reorganize the existing evidence system.
* To plan and implement the move to the new courthouse.
* To upgrade to new workstations for the remainder of employees, and upgrade micro-film and micro-fiche equipment.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Case filings - Felony	15,486	15,500	16,500
Case filings - Felony Appeals	211	240	270
Case filings - Traffic and Misdemeanor Appeals	116	125	140
Case filings - Petitions/Writs	14	18	25
Case filings - Civil	407	312	320
Case dispositions - Felony	10,110	12,500	13,500
Case dispositions-Violation of probation with court hearings	1,562	1,596	1,640
Case dispositions - County to Circuit appeals	187	120	130

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: COUNTY COURT CIVIL DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	1,239,364	1,309,824	1,309,824	1,326,030
TOTAL	1,239,364	1,309,824	1,309,824	1,326,030
POSITIONS	34	33	31	31
FULL TIME EQUIVALENTS	34.00	33.00	31.00	31.00

FUNCTION:
The Civil Division of the County Court has jurisdiction of claims up to and including $15,000, and operates under two distinct rules of procedure - Small Claims and Civil Rules. In addition, actions for removal of tenants are jurisdictionally exclusive to this Division. Other functions include receiving and maintaining petitions for delayed birth certificates and approving and filing landlord surety bonds.

GOALS AND OBJECTIVES FOR 1993-94:
* To upgrade equipment used in the operation of this Division.
* To complete a Procedures Manual.
* To continue automation within the Division.
* To expand customer service activities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Small Claims cases filed	9,292	10,000	10,500
Civil action cases filed	5,303	5,500	5,700
Replevin action cases filed	180	200	220
Eviction action cases filed	6,865	7,000	7,150
Other (non-monetary) cases filed	6	6	7
Total cases filed	21,646	22,706	23,577

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: COUNTY COURT CRIMINAL DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Capital	-	-	-	609,143
Non-Operating	3,809,982	4,277,858	4,277,858	4,869,284
TOTAL	3,809,982	4,277,858	4,277,858	5,478,427
POSITIONS	79	79	94	94
FULL TIME EQUIVALENTS	79.00	79.00	94.00	94.00

FUNCTION:
The County Court Criminal Division processes and maintains transactions for parking tickets, traffic infractions, traffic crimes, County and municipal ordinances, and misdemeanors. Court costs are collected and distributed to the County. Fines are collected and distributed to municipalities, the County and the State. The Division is also responsible for recording court proceedings for trials and hearings, and for providing information to the public and criminal justice agencies.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete the design and implementation of Phase I of the Criminal Justice Information System (CJIS).
* To complete the conversion of current system records.
* To complete the expansion to an all service (criminal) facility at the Gun Club location.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Traffic cases filed (all locations)	265,960	224,232	225,000
Misdemeanor cases filed	35,284	31,110	32,000
Cash register transactions (Central)	124,471	100,080	100,100
First Appearances (Gun Club Road)	34,413	39,111	41,067
Customers served at Violations Bureau	67,821	55,674	56,000
Average number of cases pending on calendars	84,696	60,771	61,000
Mail payments received	88,500	73,638	74,000
Pleadings and other paperwork processed	142,244	145,026	145,100

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CLERK CO COURT-SO COUNTY BRANCH**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	1,851,459	2,024,491	2,024,491	2,163,247
TOTAL	1,851,459	2,024,491	2,024,491	2,163,247
POSITIONS	60	59	63	63
FULL TIME EQUIVALENTS	60.00	59.00	62.00	62.00

FUNCTION:
As a full-service Branch, the South County office processes and manages records for both Criminal and Civil Courts.

In the criminal area, the office handles the processing of traffic infractions and crimes, including setting court dates, rescheduling hearings, and processing payments. Fines are processed and monies forwarded to the central courthouse for distribution to the proper agencies.

In the civil area, the office accepts, collects fees and transmits documents for processing in the central courthouse for Recording, Probate, Support, Microfilm, Marriage License, Domestic Violence, Mental Health and the Value Adjustment Board.

Passport applications are also accepted and forwarded to the proper agency for issuance.

GOALS AND OBJECTIVES FOR 1993-94:
* To reorganize workstation areas to centralize divisions to more confined areas.
* To add a second customer service window in Probate Division.
* To improve the filing system to make cases more easily accessible.
* To bring Operating Procedures Manual up to date.
* To increase the average number of customers served at Violations Bureau windows.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Violations Bureau - register transactions	83,964	84,000	85,000
Traffic infractions	62,180	77,000	84,000
Traffic crimes	5,849	7,500	10,000
Customers served at Violations Bureau	67,214	75,000	82,500
Intake - Circuit Family	2,918	3,000	2,875
Intake - County Civil	4,301	4,500	4,700
Recording transactions	5,121	5,700	6,300
Support transactions	1,876	1,900	2,175

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CLERK CO COURT-NO COUNTY BRANCH**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	784,662	902,037	902,037	910,238
TOTAL	784,662	902,037	902,037	910,238
POSITIONS	22	23	24	24
FULL TIME EQUIVALENTS	22.00	23.00	23.53	23.53

FUNCTION:
The North County Branch processes and maintains records, provides staffing for hearings, maintains calendars and issues further process as a result of these hearings for both the Criminal and Civil Courts.

The Civil Division accepts, collects fees and transmits documents for processing in the central courthouse for Probate, Support, Microfilm, County Court, Marriage License, Domestic Violence, Circuit Court, and the Value Adjustment Board. Applications and amendments for passports are also accepted and forwarded to the appropriate agency for issuance.

The Criminal Division accepts traffic and criminal citations and misdemeanor notices to appear for filings and further process. The Division collects fines and issues receipts to fines associated with these filings, and forwards monies collected to the central courthouse for distribution to the proper agencies.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue automation in all departments by modifying procedures in response to legislative changes.
* To continue working as a member of the Criminal Justice Information System (CJIS).
* To complete the North County Procedure Manuals and make necessary revisions on a yearly basis or as otherwise required.
* To provide staffing, enhanced service and automation to meet the demands of northern Palm Beach County.
* To continue meeting the long range goals and space projections for future growth of the area.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Traffic criminal and infraction filings	39,236	49,248	39,850
Violations Bureau cash register transactions	43,004	44,762	43,400
Criminal & misdemeanor hearings & rehearings (all types)	7,547	5,115	9,000
Support transactions	1,919	1,946	1,938
County Court transactions	1,426	1,647	1,475
Domestic/repeat violence filings	377	317	415
Probate transactions	37	72	40
Circuit Civil transactions	268	350	300

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CLERK CO COURT- B GLADE BRANCH**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	631,962	674,418	674,418	682,950
TOTAL	631,962	674,418	674,418	682,950
POSITIONS	17	16	16	16
FULL TIME EQUIVALENTS	17.00	16.00	16.00	16.00

FUNCTION:
As a full service branch, the West County office maintains records for both Criminal and Civil Courts. In addition, this office calendars court cases for one judge.

Transactions processed include traffic violations, traffic crimes, misdemeanors and felonies. Fines are collected, processed and forwarded to the central courthouse for distribution to the proper agencies.

This office accepts filings and indexes and maintains files from origination to disposition for County Court Civil, Juvenile, Baker Act, Myers Act, Drug Act, Domestic Violence and Repeat Violence. Pleadings and transactions are also accepted and processed, files maintained on a temporary basis and payments accepted for the Support Department, Circuit Law and Bond Validations. Transactions and applications are also processed for Marriage License and Passports with the proper paperwork forwarded to the Recording and Microfilm Departments.

GOALS AND OBJECTIVES FOR 1993-94:
* To automate the Juvenile Division, resulting in a more efficient and accurate handling of Juvenile cases.
* To complete office renovations including the installation of additional counter space.
* To continue participation in the Criminal Justice Information System (CJIS) program.
* To further automate the County Court Civil Division.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
County Court criminal filings	22,086	25,539	22,307
Circuit Court criminal filings	949	842	968
Juvenile filings	1,253	501	1,278
Domestic/repeat violence filings	555	574	561
County Court civil filings	716	742	723
Violations Bureau transactions	18,800	21,990	18,988
Driving records and reinstatements	979	954	999
Marriage license applications and transactions	375	361	382

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CLERK, FINANCE & MINUTES (BCC)**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	3,379,380	3,750,033	3,750,033	3,650,242
Operating Expenses	2,250,791	2,844,998	2,844,998	2,653,375
Capital Outlay	5,503	19,116	19,116	63,940
TOTAL	5,635,674	6,614,147	6,614,147	6,367,557
POSITIONS	109	104	102	102
FULL TIME EQUIVALENTS	109.00	104.00	101.80	101.80

FUNCTION:
Reporting to the Clerk of the Circuit Court, the County's Finance Department serves as Clerk of the Board, County Treasurer and Accountant. The Finance Department records and accounts for the County's funds, pre-audits and issues disbursements, maintains the central financial information system, produces and publishes daily financial information and prepares the Comprehensive Annual Financial Report (CAFR). The official records and minutes of the Board are in the custody of the Clerk and are maintained by the Minutes Section.

GOALS AND OBJECTIVES FOR 1993-94:
* To seek BCC approval of selection and installation of County personnel/payroll system by 1/1/95.
* To make improvements to Minutes Index program aimed at integrating, automating, and making the process more flexible and useful by 9/30/94.
* To analyze check-printing systems and costs for potential changes in procedures by 12/31/93.
* To extend existing bank service contract for 1 year thru 9/94.
* To perform an investment survey of other Florida counties.
* To reconcile investment, general ledger and investment tables.
* To extend investment portfolio maturity and increase yield thru cash flow forecasting and FCIT membership.
* To install Release 14 of the LGFS financial system software by 6/30/94.
* To upgrade managers/chief deputy clerk/training room equipment to take advantage of graphical user interfaces by 3/31/94.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Consolidated checks issued	88,207	85,000	85,000
Payroll checks issued	139,168	140,000	140,000
Invoices processed	175,000	175,000	175,000
Checks/money orders processed	20,656	21,000	22,000
Deposit transactions processed	73,241	73,500	74,000
Hours tape recorded	1,504	1,759	1,500
Documents executed	25,548	34,500	2,050
Days writing minutes and indexing	1,620	1,620	1,620

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: ADMINISTRATIVE SUPPORT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Clerk-County Court Fees	147,260	742,500	1,090,817	1,095,000
Clerk-Circuit Court Fees	422,454	2,012,500	2,150,307	2,170,000
Excess Fees-Clerk of the Court	1,799,264	-	1,083,996	-
TOTAL	2,368,978	2,755,000	4,325,120	3,265,000
APPROPRIATIONS				
Capital Outlay	-	-	-	1,000,000
Non-Operating	2,925,301	3,502,236	3,502,236	3,462,780
TOTAL	2,925,301	3,502,236	3,502,236	4,462,780
POSITIONS	14	15	15	15
FULL TIME EQUIVALENTS	14.00	15.00	15.00	15.00

FUNCTION:
The Clerk's Administrative Support Division includes Administration, Human Resources, Microfilm and Accounting. These units provide for the administrative function of the Clerk's Office, staff recruitment and assessment, training, benefits, administration, facilities planning, systems analysis and design, legal counsel and fiduciary services to all the Clerk's divisions. This budget also provides for the microfilming and public viewing of the official records.

Additionally, this budget also includes the pro-rata share of administrative personnel costs for the functions funded by the Board of County Commissioners, certain data processing costs, operating expenses and capital outlay items.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete and update procedures manuals for all departments.
* To offer training programs to improve employee skills.
* To plan and implement relocation to new County Judicial Center.
* To research and initiate cost containment elements for health insurance.
* To establish departmental training programs based on existing procedures manuals.
* To secure adequate facilities for records management.
* To maintain a drug free workplace.

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: DOMESTIC VIOLENCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	130,466	203,559	203,559	193,174
TOTAL	130,466	203,559	203,559	193,174
POSITIONS	5	5	6	6
FULL TIME EQUIVALENTS	5.00	5.00	6.00	6.00

FUNCTION:
The Domestic Violence/Repeat Violence Division provides assistance to petitioners in filing an action for injunction for protection and processing required orders to the Court. Copies of injunctions are processed within 24 hours and emergency orders are processed immediately upon receipt. Staff schedule and calendar hearings for all cases, attend all Domestic Violence hearings to record accurate data on the case and maintain the records of all hearings.

The office assists petitioners and the court in handling after-hour, weekend and holiday emergency filings for protection. Information is provided to the public, court, law enforcement and related agencies.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to develop and modify computer programs to generate comprehensive statistical data to reflect a higher degree of accuracy on case activity.
* To pursue updates to departmental procedure manual on an on-going basis for a training tool.
* To provide continued on-going training to the branches on law and procedure changes.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Domestic violence cases filed	1,972	2,199	2,418
Repeat violence cases filed	770	654	720
Domestic violence cases disposed	1,902	2,028	2,231
Repeat violence cases disposed	791	597	657
Domestic violence cases heard by the court	1,756	1,809	1,990
Repeat violence cases heard by the court	713	465	512

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: OTHER CLERK OF COURTS EXPENSE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	777,963	823,320	780,746	786,656
TOTAL	777,963	823,320	780,746	786,656

BUDGET COMMENT:
Included in this category are other expenses of the Clerk of the Courts for temporary relocation of the County Court and records storage.

DEPARTMENT: CLERK OF COURTS **ORGANIZATION: CLERK OF COURTS NIGHT STAFF**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	1,158,292	1,082,827	1,082,827	624,064
TOTAL	1,158,292	1,082,827	1,082,827	624,064
POSITIONS	47	38	21	21
FULL TIME EQUIVALENTS	47.00	38.00	21.00	21.00

FUNCTION:
The Civil Night Staff provides daily updating, through the computer, of Circuit Civil cases from court and all paperwork and pleadings received during the day. Docketing is also done for the next day Civil Court calendar. New cases are filed and active cases are refiled. Day Court clerks are relieved in the courthouse when trials extend past 5:00 p.m.

The Criminal Night Staff provides the backup and production work for the daily operation of the Criminal Division (Circuit and County). The staff processes new cases, updates computer records for all daily court action and pleadings filed, prepares cases for court calendars, issues warrants and driver license suspensions, and sets cases for trial. Traffic court sessions are staffed as are trials that continue after 5:00 p.m. Assistance is provided in preparing injunctions for protection against domestic violence after hours.

GOALS AND OBJECTIVES FOR 1993-94:
Civil Night Staff:
* To enhance public service by working with the day staff during expanded office hours.
* To implement cash handling procedures.
* To continue to study all aspects of utilization of the night staff.
* To initiate cross-training.

Criminal Night Staff:
* To research the intake of citations from law enforcement agencies to ensure that all documents are tracked and accounted for.
* To participate in the design, training and documentation of the Criminal Justice Information System (CJIS) project.

PALM BEACH
COUNTY

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: TAX COLLECTOR

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Excess Fees-Tax Collector	12,721,888	12,000,000	12,050,000	12,075,000
TOTAL	12,721,888	12,000,000	12,050,000	12,075,000
APPROPRIATIONS				
Operating Expenses	117,192	120,000	120,000	124,800
Non-Operating	12,993,788	13,854,720	13,354,720	14,408,909
TOTAL	13,110,980	13,974,720	13,474,720	14,533,709
POSITIONS	242	242	244	244
FULL TIME EQUIVALENTS	242.00	242.00	244.00	244.00

BUDGET NARRATIVE:

The Tax Collector is responsible for the collection of all ad valorem taxes. The amount of taxes collected is determined by the millage rates established by the various taxing bodies (County, School Board, municipalities and special taxing districts) levied on the taxable value of properties as determined by the Property Appraiser. Non-ad valorem assessments, which are not value based, are also collected for various taxing districts.

The collections are periodically distributed to the taxing bodies by the Tax Collector as required by law. By agreement with the Board of County Commissioners, the Office also issues County occupational licenses and collects the tourist development tax.

Final approval authority for the budget of the Tax Collector resides with the State Department of Revenue. Funding for the operation of the Tax Collector's Office is provided from various commissions charged by the Tax Collector for services provided, including a two percent (2%) commission charged on the total amount of taxes collected on behalf of each taxing authority. "Excess fees" (additional funds remaining after all expenses have been paid) are returned at the end of the fiscal year, on a pro rata basis, to the various taxing authorities that have been charged commissions.

DEPARTMENT: TAX COLLECTOR **ORGANIZATION: TAX COLLECTOR**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Excess Fees-Tax Collector	12,721,888	12,000,000	12,050,000	12,075,000
TOTAL	12,721,888	12,000,000	12,050,000	12,075,000
APPROPRIATIONS				
Operating Expenses	117,192	120,000	120,000	124,800
Non-Operating	12,993,788	13,854,720	13,354,720	14,408,909
TOTAL	13,110,980	13,974,720	13,474,720	14,533,709
POSITIONS	242	242	244	244
FULL TIME EQUIVALENTS	242.00	242.00	244.00	244.00

FUNCTION:
The Tax Collector, an elected constitutional officer, is responsible for the collection and distribution of ad valorem taxes and non-ad valorem assessments levied by the County, School Board, municipalities, and special taxing districts.

Additional local responsibilities include the issuance and monitoring of occupational licenses and collection of the tourist development tax for Palm Beach County. The Tax Collector is also the Executive Agent for the State of Florida to register and title motor vehicles and vessels, sell hunting and fishing licenses and collect certain sales taxes. These state programs are funded by fees for individual transactions and are not paid from the fees paid by Palm Beach County for property tax collections, occupational licenses, or the tourist tax.

The budget presented on this page represents fees paid to the Tax Collector by the County for the collection of all countywide ad valorem taxes (operating and voted debt). Also included are fees paid by the County for the collection of the non-voted ad valorem taxes levied by the School Board which, by State law, the County is required to pay. Commissions paid to the Tax Collector for the collection of Library District and Fire District ad valorem taxes are included in those Departments' operating budgets, and are therefore not reflected in the totals shown above.

For FY 1993-94, the total amount of Tax Collector commissions paid by the County (including Library District and Fire Districts commissions) will be $15,782,669. Most of this money will be returned to the County by the Tax Collector as excess fees. Since the Tax Collector's budget is much less than the fees earned by collection activity, the County receives the benefit of having its taxes and those of the School Board collected for little or no cost.

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PROPERTY APPRAISER

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Excess Fees-Property Appraiser	341,346	400,000	800,000	407,000
TOTAL	341,346	400,000	800,000	407,000
APPROPRIATIONS				
Operating Expenses	132,928	187,100	187,100	194,584
Non-Operating	10,428,357	11,049,028	11,049,028	11,490,989
TOTAL	10,561,285	11,236,128	11,236,128	11,685,573
POSITIONS	222	228	228	228
FULL TIME EQUIVALENTS	222.00	228.00	228.00	228.00

BUDGET NARRATIVE:

Using the market value of properties, the Property Appraiser prepares the annual tax roll for the unincorporated areas and all 37 municipalities within the County.

The Property Appraiser's main office is located in the Governmental Center Complex in West Palm Beach. The Property Appraiser also serves the public and other governmental agencies with four branch offices. The South County branch is in the South County Courthouse located at 501 South Congress Ave., Delray Beach. The other branches are located in the North County Courthouse at 3188 PGA Blvd., Palm Beach Gardens, in the County's Glades Office Building at 2976 State Road 15, Belle Glade and in Royal Palm Beach on Royal Palm Beach Boulevard.

With increased growth in Palm Beach County and requests for information, the services of the Property Appraiser's Office are expanding rapidly. Some of the services available include the sale of ownership maps, aerial photographs, copies of property record cards, computer tapes of various records, and copies of records filmed by the office's Micrographics Department.

The yearly tax roll is available in all branches and contains such information as the property owner's name and address, the property's legal description, appraised value, and various exemptions (homestead, widow, disability, veteran, or wholly exempt). It also lists the amount of taxes levied by the taxing districts in which the property is located.

The demand for increased services is affected by the mandate of the State Department of Revenue to comply with State laws that require mass re-appraisals to maintain market values for the tax roll. New construction is also reviewed on a year-round basis by the field appraisers. Agriculture-classified properties are also reviewed year-round.

Final approval authority for the budget of the Property Appraiser resides with the State Department of Revenue. Funding for the operation of the Property Appraiser's Office is divided between the County and various special taxing districts. "Excess fees" (i.e., additional funds remaining after all expenses have been paid) are returned at the end of the fiscal year to the various taxing authorities that have provided funding.

DEPARTMENT: PROPERTY APPRAISER **ORGANIZATION: PROPERTY APPRAISER**

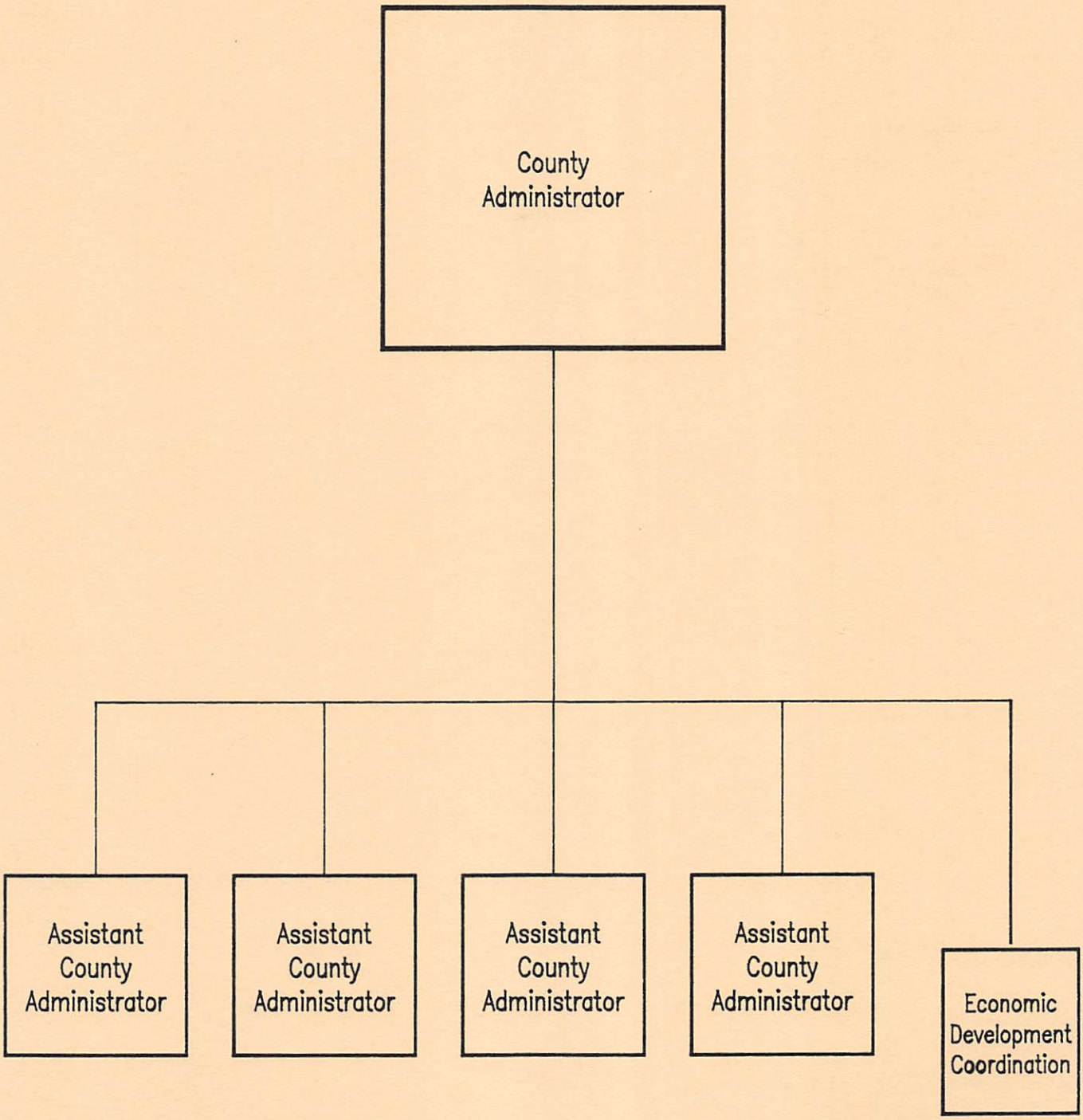
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Excess Fees-Property Appraiser	341,346	400,000	800,000	407,000
TOTAL	341,346	400,000	800,000	407,000
APPROPRIATIONS				
Operating Expenses	132,928	187,100	187,100	194,584
Non-Operating	10,428,357	11,049,028	11,049,028	11,490,989
TOTAL	10,561,285	11,236,128	11,236,128	11,685,573
POSITIONS	222	228	228	228
FULL TIME EQUIVALENTS	222.00	228.00	228.00	228.00

FUNCTION:
The Property Appraiser, an elected constitutional officer, is responsible for attaining and maintaining equalized and uniform appraised valuation of all taxable property in the County. This valuation is the tax base for ad valorem monies to support the functions of County government, the School Board and special districts.

The budget presented on this page represents the pro-rata share of the Property Appraiser's budget paid for by the County, excluding dependent districts. Included in this amount is the County's cost as well as the cost for the School Board and the various municipalities which, by State law, the County is required to pay. Pro-rata shares paid by the Library District and the Fire Districts are included in those Departments' operating budgets, and are therefore not reflected in the totals shown above.

For FY 1993-94, the share of the Property Appraiser's total budget of $13,741,703 paid for by the County and its dependent districts (i.e., Library District and Fire Districts) will be $12,089,305, or approximately eighty-eight percent (88%).

County Administration



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: COUNTY ADMINISTRATION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	162,337	313,840	200,620	201,873
TOTAL	162,337	313,840	200,620	201,873
APPROPRIATIONS				
Personal Services	1,287,391	1,247,958	1,222,912	1,121,923
Operating Expenses	97,575	132,532	101,232	104,509
Capital Outlay	2,545	1,195	2,470	-
TOTAL	1,387,511	1,381,685	1,326,614	1,226,432
POSITIONS	21	18	18	16
FULL TIME EQUIVALENTS	21.00	18.00	18.00	16.00

BUDGET NARRATIVE:

The County Administrator is responsible for the administration and execution of policies adopted by the County Commission. The County Administrator administers and implements the annual budget, recommends policies, procedures and alternate solutions for Commission consideration as well as planning and development programs to meet future physical, social and cultural needs. Overall administration and control of County departmental operations are provided by the County Administration in order to gain maximum levels of efficiency and effectiveness of governmental services.

DEPARTMENT: COUNTY ADMINISTRATION **ORGANIZATION: COUNTY ADMINISTRATOR**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	162,337	313,840	200,620	201,873
TOTAL	162,337	313,840	200,620	201,873
APPROPRIATIONS				
Personal Services	1,115,044	1,126,425	1,101,379	1,121,923
Operating Expenses	90,416	122,167	95,822	104,509
Capital Outlay	1,711	1,195	2,470	-
TOTAL	1,207,171	1,249,787	1,199,671	1,226,432
POSITIONS	17	16	16	16
FULL TIME EQUIVALENTS	17.00	16.00	16.00	16.00

FUNCTION:
The County Administrator's Office is responsible for the administration and execution of policies adopted by the County Commission. The County Administrator administers and implements the annual budget, recommends policies, procedures and alternate solutions for Commission consideration as well as planning and developing programs to meet the future physical, social and cultural needs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of agenda items	2,931	2,345	2,213
Number of Board Directives and Commissioner Requests (Opened)	552	240	192
Number of Board Directives and Commissioner Requests (Closed)	594	216	180

DEPARTMENT: COUNTY ADMINISTRATION **ORGANIZATION: ORGANIZATION EFFECTIVENESS**

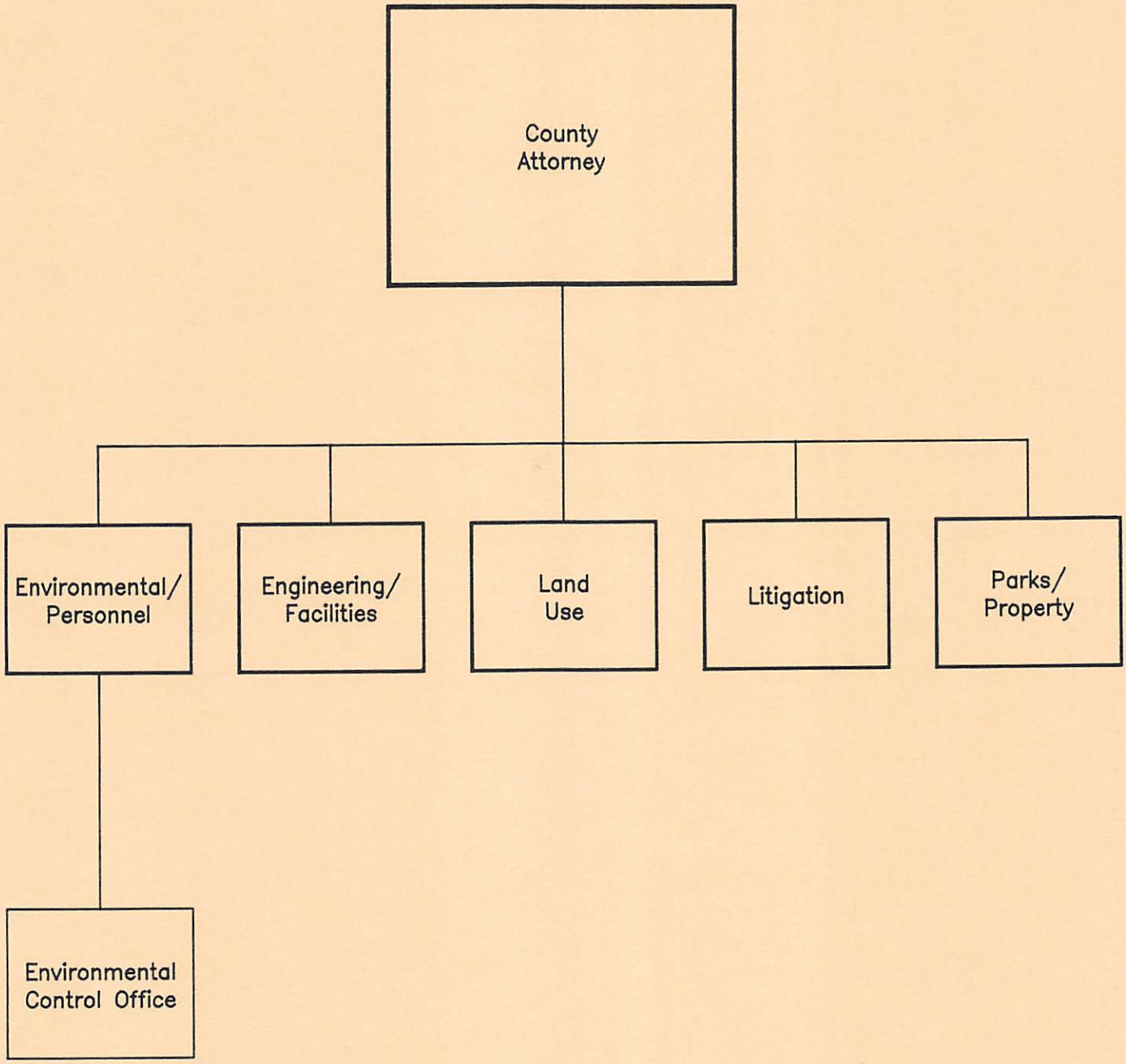
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	172,347	121,533	121,533	-
Operating Expenses	7,159	10,365	5,410	-
Capital Outlay	834	-	-	-
TOTAL	180,340	131,898	126,943	-
POSITIONS	4	2	2	-
FULL TIME EQUIVALENTS	4.00	2.00	2.00	-

FUNCTION:
This office supported County Administration's strategy to increase government productivity and quality service while, at the same time, reducing or maintaining taxpayers' costs for these services. The Organizational Effectiveness Office provided training, consultation and facilitation to departments, divisions or work groups to assist with work process improvements and productivity measurement. The group also supports County Administration in the communication and recognition of accomplishments that demonstrate government excellence.

For FY 1993-94, this function will no longer be included in the County Administration budget. However, it will be combined with the Joint Committee to Increase Government Efficiency function and will be included in the Public Affairs budget.

PALM BEACH
COUNTY

County Attorney



PALM BEACH COUNTY

DEPARTMENT SUMMARY

DEPARTMENT: COUNTY ATTORNEY

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	625	-	250	44,497
Inter-Departmental Charges	955,136	1,727,062	1,784,217	1,873,424
Miscellaneous Revenues	48	-	1,011	-
TOTAL	955,809	1,727,062	1,785,478	1,917,921
APPROPRIATIONS				
Personal Services	2,363,153	2,748,426	2,743,854	2,883,020
Operating Expenses	458,566	420,286	277,781	308,042
Capital Outlay	21,090	24,844	1,815	6,816
Debt Service	7,122	28,644	29,877	29,877
TOTAL	2,849,931	3,222,200	3,053,327	3,227,755
POSITIONS	48	48	49	49
FULL TIME EQUIVALENTS	48.00	48.00	49.00	49.00

BUDGET NARRATIVE:

The County Attorney's Office was established under the Palm Beach County Charter as an independent Office which is responsible directly to the Board of County Commissioners. The County Attorney and his assistants function as the general counsel to the Board and to staff. Their function is similar to a general counsel's office of a major corporation. The Office handles a diverse mixture of legal matters on behalf of the County. In addition to providing legal advice and counsel to the County Commission and County staff, the County Attorney functions as the legal advisor to certain Constitutional Officers, regulatory boards, and advisory boards of County government.

DEPARTMENT: COUNTY ATTORNEY **ORGANIZATION: COUNTY ATTORNEY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	625	-	250	44,497
Inter-Departmental Charges	955,136	1,727,062	1,784,217	1,873,424
Miscellaneous Revenues	48	-	1,011	-
TOTAL	955,809	1,727,062	1,785,478	1,917,921
APPROPRIATIONS				
Personal Services	2,219,592	2,581,261	2,573,790	2,706,696
Operating Expenses	451,036	410,802	268,297	298,179
Capital Outlay	21,090	24,844	1,815	6,816
Debt Service	7,122	28,644	29,877	29,877
TOTAL	2,698,840	3,045,551	2,873,779	3,041,568
POSITIONS	44	44	45	45
FULL TIME EQUIVALENTS	44.00	44.00	45.00	45.00

FUNCTION:
The County Attorney's Office provides legal services and primary representation to the Board of County Commissioners. These services include answering and investigating citizens inquiries, preparing County and State laws, drafting all local ordinances and representing the Board in all levels of State and Federal courts. In addition, the Office prosecutes and defends all civil actions on behalf of the County and coordinates all outstanding legal services in areas requiring unique specialization.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to provide and coordinate all legal services for the Board of County Commissioners, County Administration and all County government, including the provision of such services to any new departments, divisions or programs, including the assistance and initiating of those new entities.
* To provide legal services to assist the County's efforts in effectively fulfilling mandates imposed by law and the Board of County Commissioners.
* To provide legal services for the planning, implementation and maintenance of a broad range of health, safety, welfare, transportation, utilities, environmental land development activities, facilities and regulations for the benefit of Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Cases filed by Palm Beach County	10	14	15
Cases filed against Palm Beach County	169	170	178
Ordinances prepared/reviewed	588	294	308
Resolutions prepared/reviewed	1,931	2,176	2,285
Lawsuits concluded	244	75	125
Total cases being handled	591	700	768
Legal opinions rendered	813	825	866
Contracts prepared/reviewed	1,457	1,560	1,638

DEPARTMENT: COUNTY ATTORNEY **ORGANIZATION: ENVIRONMENTAL CONTROL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	143,561	167,165	170,064	176,324
Operating Expenses	7,529	9,484	9,484	9,863
TOTAL	151,090	176,649	179,548	186,187
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
The Environmental Control Office presents cases of environmental, health and child care violations before the PBC Environmental Control Hearing Board and Circuit Court on behalf of the Public Health Unit, the County, the Department of Environmental Resources Management and the Solid Waste Authority. The Office drafts ordinances and regulations relating to the environment and to health, prepares agreements and other legal documents for the Health Department and is involved in presenting requests for on-site sewage disposal permits and for on-site water supply system permits to the Environmental Appeal Board. The Environmental Control Officer represents the Health Unit at Child Care Advisory meetings. The duties of the Environmental Control Officer include filing complaints, preparing legal documents, attending meetings and advising the Public Safety Department on legal matters. The following meetings/hearings are attended:

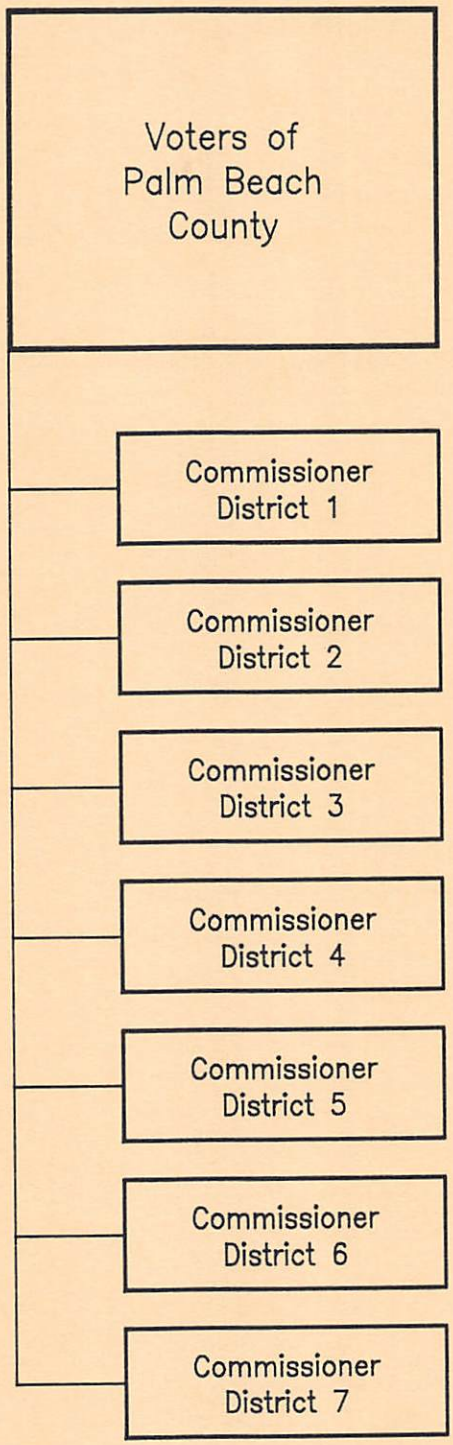
- Appeals Board
- Environmental Control Hearing Board
- Public Defender Conflict Hearings
- Child Care Advisory Board Meetings
- Solid Waste Task Force Meetings

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to develop environmental and health related rules and ordinances.
* To continue to present cases of alleged violations and denials of permits.
* To litigate environmental and health related matters before the courts.
* To enforce Chapter 386 and 403, Florida Statutes, rules in Circuit Court.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Cases filed with the Hearing Board	224	225	300
Appeals filed with the Appeal Board	33	20	30
Cases filed against Palm Beach County	1	3	2
Legal opinions rendered	810	840	900
Ordinances/Resolutions prepared/reviewed	16	17	18
Contracts prepared/agreements reviewed	29	29	30
Action center responses/BCC inquiries/responses	27	28	30
Child Care Advisory Council Meetings attended	15	12	12

PALM BEACH
COUNTY

County Commission



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: COUNTY COMMISSION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,265,542	1,367,402	1,348,890	1,448,073
Operating Expenses	209,162	229,514	215,193	231,404
Capital Outlay	1,482	-	3,000	-
TOTAL	1,476,187	1,596,916	1,567,083	1,679,477
POSITIONS	30	30	31	32
FULL TIME EQUIVALENTS	28.75	28.75	28.00	29.00

BUDGET NARRATIVE:

The Board of County Commissioners is the legislative and policy-setting body of the County government. Composed of seven elected Commissioners, it enacts Countywide laws and authorizes programs and all expenditures of the County. The Board also serves as the Transportation Authority, the Environmental Control Board, and the Final Zoning Authority. The individual Commissioners also serve on other committees and boards as required by law or rule.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: CHAIR-BOARD OF COUNTY COMMISSIONERS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	-	-	29,920
Operating Expenses	-	3,000	1,500	3,000
TOTAL	-	3,000	1,500	32,920
POSITIONS	-	-	-	1
FULL TIME EQUIVALENTS	-	-	-	1.00

BUDGET COMMENT:
This cost center is utilized to account for the costs directly related to the official duties of the Chair.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 1**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	182,845	195,875	186,761	207,860
Operating Expenses	13,641	9,480	15,330	14,226
TOTAL	196,486	205,355	202,091	222,086
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as liaison between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #1 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 2**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	205,493	221,926	221,684	207,961
Operating Expenses	12,344	13,468	13,268	15,426
TOTAL	217,837	235,394	234,952	223,387
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	4.75	4.75	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as liasion between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #2 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 3**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	169,225	182,766	186,197	199,949
Operating Expenses	11,102	12,933	10,803	14,226
TOTAL	180,327	195,699	197,000	214,175
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as liaison between govermental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #3 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 4**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	178,198	192,172	191,564	207,558
Operating Expenses	14,203	16,621	16,496	15,426
TOTAL	192,401	208,793	208,060	222,984
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as liaison between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #4 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 5**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	180,890	195,394	184,448	195,216
Operating Expenses	10,833	13,897	17,052	14,226
Capital Outlay	-	-	3,000	-
TOTAL	191,723	209,291	204,500	209,442
POSITIONS	4	4	5	5
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as a liaison between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #5 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 6**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	167,211	182,353	181,836	193,907
Operating Expenses	13,145	16,881	13,531	14,226
TOTAL	180,356	199,234	195,367	208,133
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as a liaison between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #6 problems.
* To attend meetings as required.

DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES-DISTRICT 7**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	181,680	196,916	196,400	205,702
Operating Expenses	11,192	17,675	13,716	14,225
Capital Outlay	1,482	-	-	-
TOTAL	194,354	214,591	210,116	219,927
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To provide administrative, informational and secretarial capabilities to the County Commission.

GOALS AND OBJECTIVES FOR 1993-94:
* To work with County staff to formulate policy.
* To act as a liaison between governmental agencies and County departments.
* To assist residents and visitors with problems.
* To respond to external correspondence.
* To review Commission agenda items.
* To conduct meetings on District #7 problems.
* To attend meetings as required.

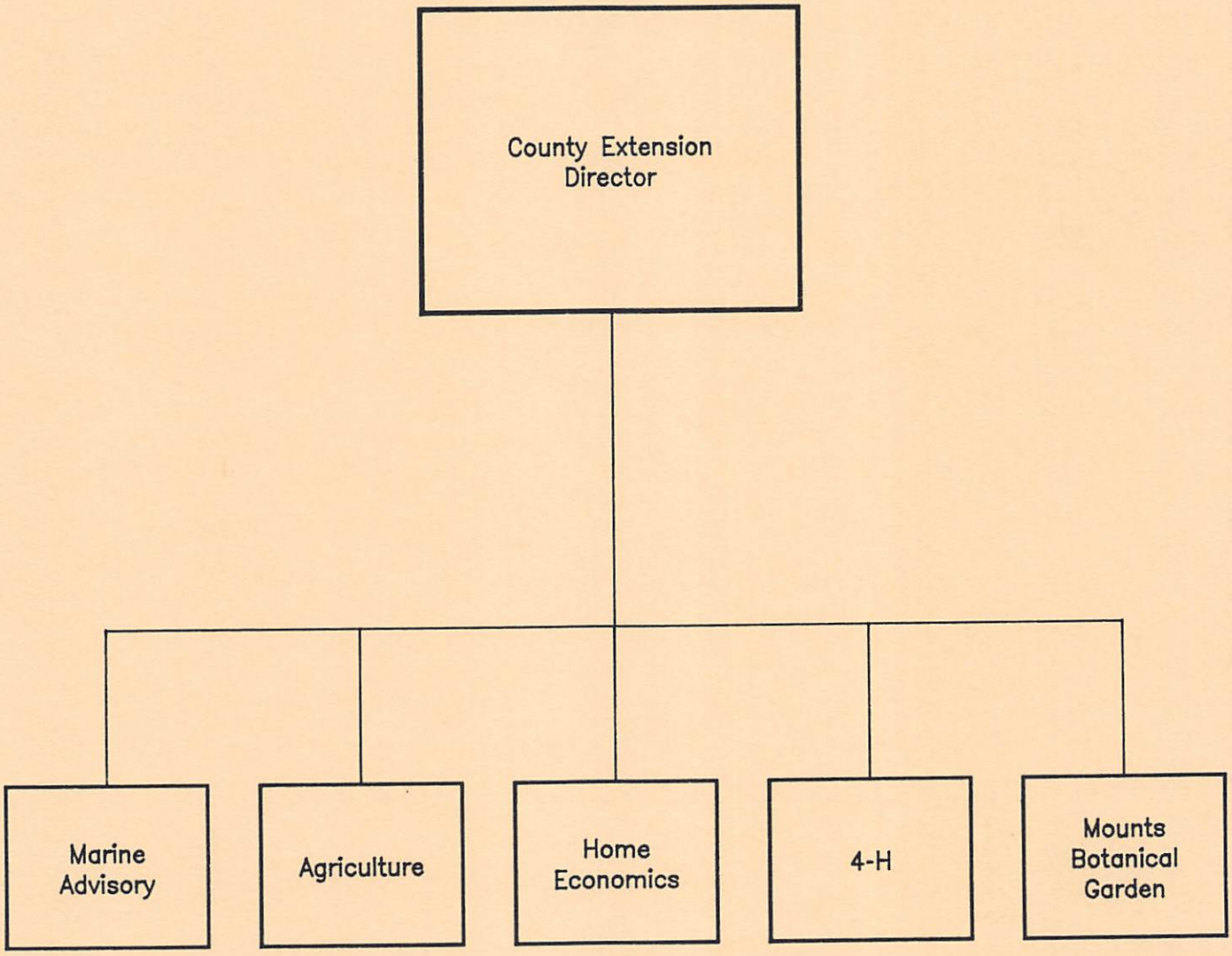
DEPARTMENT: COUNTY COMMISSION **ORGANIZATION: COMMISSION EXPENSES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	122,701	125,559	113,497	126,423
TOTAL	122,701	125,559	113,497	126,423

FUNCTION:
To establish and implement standardized procedures which uniformly impact all commission district offices.

GOALS AND OBJECTIVES FOR 1993-94:
* To assist Commission offices with the implementation of a records management system.
* To issue and maintain a policies and procedures manual for Commission staff.
* To provide quality office equipment serving all County Commission offices.
* To continue the implementation of procedures to ensure the smooth operations of the seven single member Commission offices.

County Cooperative Extension Service



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: COUNTY COOPERATIVE EXT. SERVS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Rental Revenues	-	10,000	-	-
Miscellaneous Revenues	-	25,196	25,242	4,500
TOTAL	-	35,196	25,242	4,500
APPROPRIATIONS				
Personal Services	937,298	1,028,806	932,691	1,005,256
Operating Expenses	285,439	319,501	296,491	293,333
Capital Outlay	-	5,510	4,433	37,645
TOTAL	1,222,737	1,353,817	1,233,615	1,336,234
POSITIONS	32	31	31	29
FULL TIME EQUIVALENTS	32.00	31.00	31.00	29.00

BUDGET NARRATIVE:

The County Cooperative Extension Service (formerly the Agriculture Department) is a three way partnership between Palm Beach County, the University of Florida (Florida Cooperative Extension Service) and the U.S. Department of Agriculture.

The full program is made up of Agriculture, Environment/Natural Resources, Environmental Horticulture, Home Economics, Food Safety, Nutrition and Health, 4-H Youth Development, Sea Grant, and the Mounts Botanical Garden.

Service to urban clients accounts for 82% of the Department's budget and 18% is allocated to agricultural clientele. Services are delivered through workshops, seminars, clinics, individual consultations, field demonstrations and printed materials to all socioeconomic levels.

In FY 1993-94, the University of Florida will contribute $1.0 million to the Department's funding. This includes total salary funding for three positions (two professional, one support staff), shared salary funding for eight professionals, postage, in-service training, publications for public distribution and in-kind contributions.

Total contributions from the private sector (in-kind, grants and sponsorships) were $230,000 in FY '91-92 with an estimated $275,000 in FY' 92-93. Volunteers and other supporters play an important role in assisting the Department to accomplish its mission.

DEPARTMENT: COUNTY COOPERATIVE EXT. SERVS **ORGANIZATION: EXTENTION SERVICE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Rental Revenues	-	10,000	-	-
Miscellaneous Revenues	-	25,196	25,242	4,500
TOTAL	-	35,196	25,242	4,500
APPROPRIATIONS				
Personal Services	928,625	1,015,558	919,443	1,005,256
Operating Expenses	182,972	218,128	195,118	214,333
Capital Outlay	-	5,510	4,433	37,645
TOTAL	1,111,597	1,239,196	1,118,994	1,257,234
POSITIONS	32	31	31	29
FULL TIME EQUIVALENTS	32.00	31.00	31.00	29.00

FUNCTION:

The County Cooperative Extension Service (formerly the Agriculture Department) utilizes research results from the University of Florida and the nationwide Land Grant University system to solve problems identified by county residents. These problems relate to Environment/Natural Resources, Agriculture, Home Economics, Food Safety and Health, Environmental Horticulture, 4-H Development, Sea Grant Advisory and the Mounts Botanical Garden. Staff members develop and conduct educational programs, demonstrations and provide consultations to solve problems. These activities are reviewed by various citizen advisory committees. The Department is mandated to conduct pesticide applicator training and certification of pesticide applicators in the County.

GOALS AND OBJECTIVES FOR 1993-94:

* To train, test or certify 2,200 people in the safe use of pesticides, understanding biological control and protecting the environment.
* To continue a four year plan of work with a major emphasis on decreasing environmental pressures through increased educational programming for traditional audiences.
* To increase educational programming for the Mounts Botanical Garden.
* To implement the Master Plan funded by the Friends of the Garden and to seek increased outside funding.
* To enlist, train, utilize and recognize volunteers to extend departmental programs.
* To educate personnel employed by 375 farms concerning production practices with environmental considerations.
* To develop a 4-H Program aimed at youth at risk.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total number of contacts	219,602	164,532	170,000
Number of educational programs provided	3,727	3,100	3,100
Number of 4-H members enrolled	7,825	4,350	4,500
Number of volunteer hours coordinated	18,260	11,588	11,500
Number of media interviews presented	2,132	2,564	2,500
Educational experiences/consultations per FTE	13,626	12,263	12,200
Contacts per FTE	17,291	14,888	14,500
Ratio of hours returned by volunteers to hours training volunteers	55:1	40:1	40:1

DEPARTMENT: COUNTY COOPERATIVE EXT. SERVS ORGANIZATION: P.B. S&W CONSERV. DIST.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	8,673	13,248	13,248	-
Operating Expenses	102,467	101,373	101,373	79,000
TOTAL	111,140	114,621	114,621	79,000

FUNCTION:

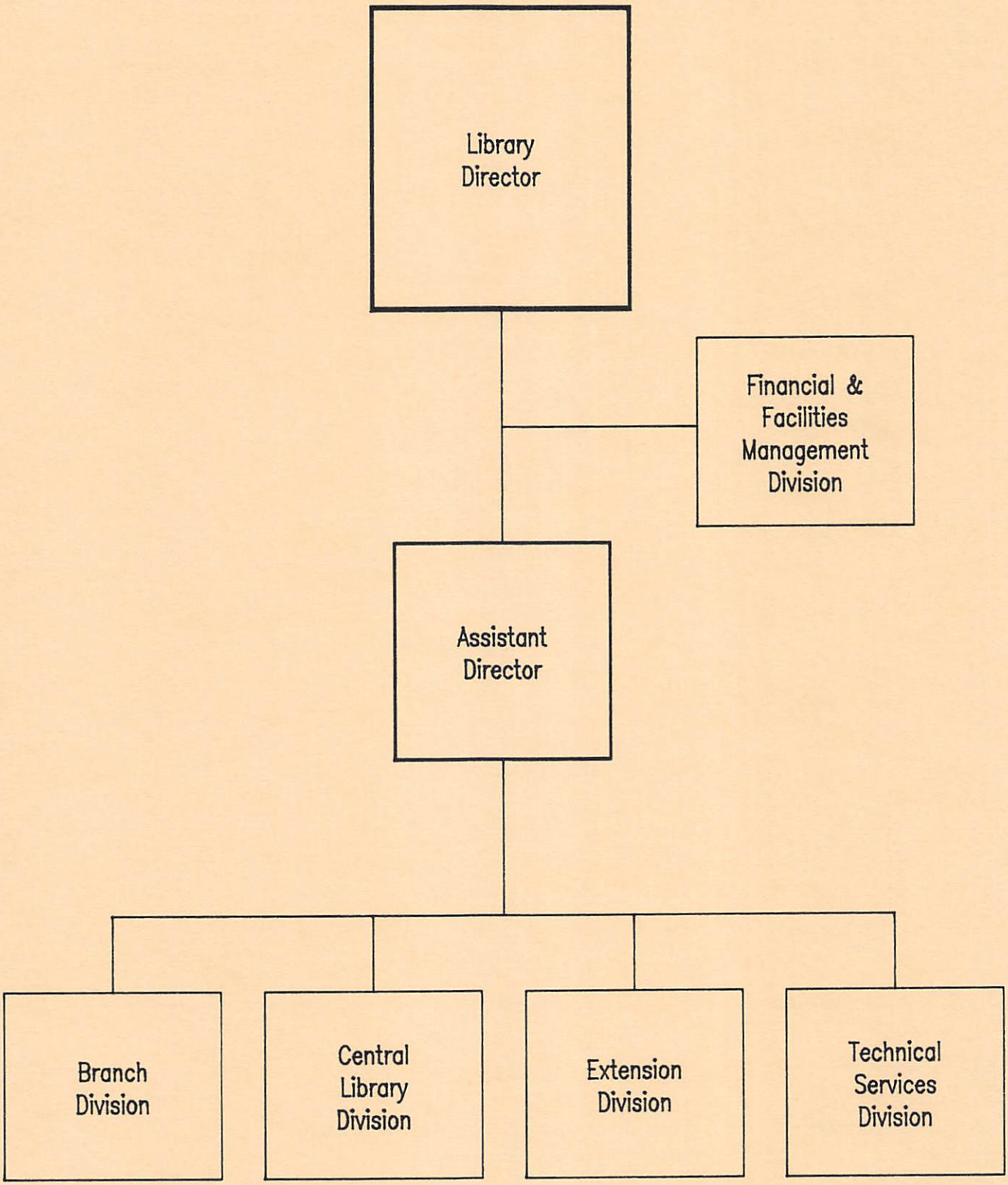
The Palm Beach County Soil and Water Conservation District was organized for the purpose of developing and implementing a program of soil and water conservation for the District and Palm Beach County. Since agriculture has traditionally been an integral part of District programs, additional emphasis has been placed on conservation practices in conjunction with urban planning. Potential users of District services include agricultural interests, municipalities, regulatory agencies, realtors, and individual home owners.

GOALS AND OBJECTIVES FOR 1993-94:

* To develop and promote Best Management Practices for water quantity and quality.
* To promote usage of windbreaks and provide plant materials if available.
* To promote usage of NO-TILL farming practices where applicable.
* To promote usage of cover crops.
* To promote the usage of appropriate plant materials to reduce coastal erosion.
* To develop and promote the use of gray water and tail water recovery systems.

PALM BEACH
COUNTY

County Library



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: COUNTY LIBRARY

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	1,142,470	930,205	1,176,790	1,214,650
Rental Revenues	14,944	15,318	15,423	16,040
Fines & Forfeitures	146,004	119,800	170,000	180,000
Interest Revenues	227,467	222,500	213,210	213,573
Miscellaneous Revenues	198,007	245,689	280,127	206,110
Interfund Transfers	20,334	-	6,000	-
Fund Balance	1,793,204	1,823,441	2,086,493	1,631,804
TOTAL	3,542,432	3,356,953	3,948,043	3,462,177
APPROPRIATIONS				
Personal Services	6,797,458	8,146,056	7,393,266	8,766,351
Operating Expenses	4,039,308	4,348,133	4,140,940	4,415,057
Capital Outlay	1,186,785	1,107,944	1,174,380	673,283
Non-Operating	20,334	126,300	6,000	126,011
TOTAL	12,043,885	13,728,433	12,714,586	13,980,702
POSITIONS	258	259	259	269
FULL TIME EQUIVALENTS	247.75	248.75	248.75	260.75

BUDGET NARRATIVE:

The Palm Beach County Library System is responsible for the operation of library facilities and the provision of services to the residents of the Library Taxing District and throughout the County.

The emphasis of the County Library System is to promote the wide dissemination of knowledge. It accomplishes this by making books, media and information available throughout the County through operation of 14 library facilities and outreach services.

These Outreach services include: The Mobile Library; Mail-A-Book Service to rural areas; Books-By-Mail Services to the homebound; Talking Books Services to the blind and physically handicapped; Outreach programming to children's day care providers in the Glades and coastal areas; and Literacy Training. Through these diverse services, information and materials are made accessible to County residents of all ages, educational background and socioeconomic level.

The Library is also embarked on a multi-year Library Expansion Program. The Program is funded by residents of the Library Taxing District (LTD) who approved by referendum a special two-year tax for construction and expansion of library facilities.

DEPARTMENT: COUNTY LIBRARY **ORGANIZATION: LIBRARY OPERATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	1,093,770	929,705	1,141,090	1,200,000
Rental Revenues	14,944	15,318	15,423	16,040
Fines & Forfeitures	146,004	119,800	170,000	180,000
Interest Revenues	226,885	222,400	213,000	213,473
Miscellaneous Revenues	197,681	245,689	280,127	206,110
Fund Balance	1,786,105	1,816,267	2,079,555	1,624,908
TOTAL	3,465,391	3,349,179	3,899,195	3,440,531
APPROPRIATIONS				
Personal Services	6,770,110	8,146,056	7,393,266	8,766,351
Operating Expenses	4,034,656	4,341,659	4,112,075	4,412,082
Capital Outlay	1,148,684	1,107,944	1,161,293	655,623
Non-Operating	20,334	125,000	6,000	125,000
TOTAL	11,973,784	13,720,659	12,672,634	13,959,056
POSITIONS	258	259	259	269
FULL TIME EQUIVALENTS	247.75	248.75	248.75	260.75

FUNCTION:
The Palm Beach County Library System provides public library services to meet the informational, educational and recreational reading needs of the residents of the Library Taxing District and the County. The PBC Library System is funded chiefly by ad valorem taxes levied in the Library Taxing District consisting of 23 municipalities and the unincorporated area of the County. Services are delivered through the Central Library, branch libraries, and Outreach services.

GOALS AND OBJECTIVES FOR 1993-94:
* To meet public demands for information and for educational and recreational print and non-print materials as reflected in performance measures.
* To finish preparation of West Boynton Beach Branch for opening in FY 1993-94.
* To continue expanded collection development for the planned Wellington Branch and Palm Beach Gardens Regional Branch.
* To complete Headquarters/Central Library Expansion and Renovation Project.
* To operate 14 library facilities.
* To provide ongoing literary tutoring to 210 adults.
* To mail 105,000 talking books to 3,200 visually or physically disabled individuals.
* To provide bookmobile service to 20 locations.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Reference transactions	960,650	961,000	991,000
Number of registered borrowers	295,910	302,000	303,500
Library materials circulated	3,224,661	3,290,000	3,330,000
Volumes catalogued	84,860	65,000	65,000
Number of directional information requests	775,813	776,000	819,000
Number of programs	4,633	4,700	4,700
Program attendance	114,873	116,000	116,000
Literacy tutoring hours	13,028	7,000	7,000

DEPARTMENT: COUNTY LIBRARY **ORGANIZATION: LIBRARY GRANTS**

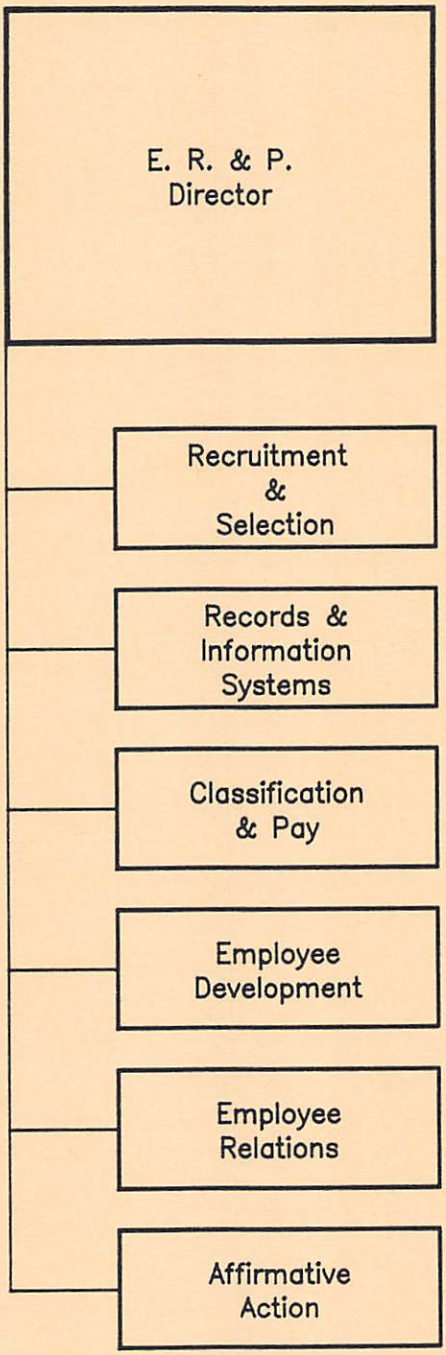
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	48,700	500	35,700	14,650
Interest Revenues	581	100	210	100
Miscellaneous Revenues	325	-	-	-
Interfund Transfers	20,334	-	6,000	-
Fund Balance	7,099	7,174	6,938	6,896
TOTAL	77,040	7,774	48,848	21,646
APPROPRIATIONS				
Personal Services	27,348	-	-	-
Operating Expenses	4,652	6,474	28,865	2,975
Capital Outlay	38,101	-	13,087	17,660
Non-Operating	-	1,300	-	1,011
TOTAL	70,102	7,774	41,952	21,646

BUDGET COMMENT:
The Palm Beach County Library System receives various Library Services and Construction Act Grants which are federally funded and State administered. These grants are used to enhance the Library's service to children, the disadvantaged and the frail/elderly.

GOALS AND OBJECTIVES FOR 1993-94:
* To pursue additional grant revenues which will allow a continuation or enhancements to the Library's services.

PALM BEACH
COUNTY

Employee Relations & Personnel Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: EMPLOYEE RELATIONS & PERSONNEL

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	4,232	-	1,019	-
TOTAL	4,232	-	1,019	-
APPROPRIATIONS				
Personal Services	1,550,965	1,572,647	1,495,352	1,543,008
Operating Expenses	467,030	483,451	377,772	449,857
TOTAL	2,017,995	2,056,098	1,873,124	1,992,865
POSITIONS	45	40	37	36
FULL TIME EQUIVALENTS	45.00	39.20	36.20	34.90

BUDGET NARRATIVE:

The mission of the Employee Relations and Personnel Department is to assist and guide the supervisory and managerial staff of County departments in their human resource management, fill vacancies, maintain permanent employee/payroll records, improve and maintain effective employee/management relationships, improve productivity through training and development programs, and to promote and/or maintain job satisfaction in the best interest of an efficient County government. Personnel management policies, programs and procedures are designed and implemented to meet evolving organizational needs, to comply with new and existing legal requirements, and to reach to goals set by the Board of County Commissioners.

The Department's mission is carried out by staff in the sections of Affirmative Action, Classification and Pay, Employee Relations (including Employee Development), Records and Information Systems, and Recruitment and Selection.

DEPARTMENT: EMPLOYEE RELATIONS & PERSONNEL **ORGANIZATION: PERSONNEL DIVISION**

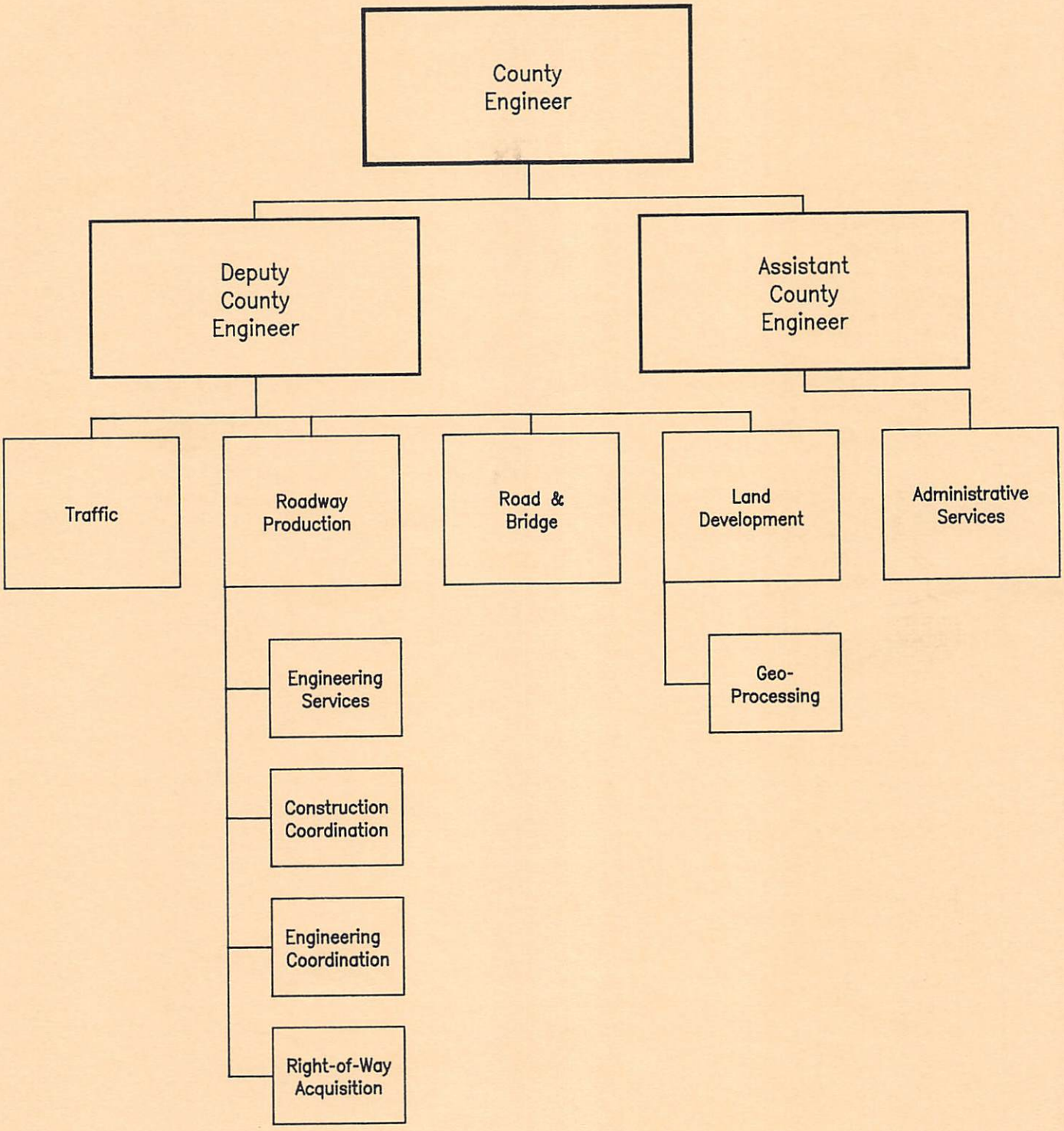
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	4,232	-	1,019	-
TOTAL	4,232	-	1,019	-
APPROPRIATIONS				
Personal Services	1,550,965	1,572,647	1,495,352	1,543,008
Operating Expenses	467,030	483,451	377,772	449,857
TOTAL	2,017,995	2,056,098	1,873,124	1,992,865
POSITIONS	45	40	37	36
FULL TIME EQUIVALENTS	45.00	39.20	36.20	34.90

FUNCTION:
The Employee Relations and Personnel Department plans, implements and administers human resource management programs which include Affirmative Action, Classification and Pay, Employee Development, Employee/Management and Labor Relations, Records and Information Systems, and Recruitment and Selection.

GOALS AND OBJECTIVES FOR 1993-94:
* To monitor 100+ targeted positions for EEO compliance which including the new ADA regulations.
* To refine the process for placing employees who are out on medical leave or otherwise disabled.
* To create a database for tracking dissabled employees' activities.
* To review and revise 100 job descriptions from information received on individual position descriptions required by ADA.
* To assist Finance in implementing a new personnel/payroll system.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of approved positions (BCC Departments)	4,863	4,863	4,863
Number of applications received	14,920	12,300	11,622
Number of reclassifications/upgrades	180	160	160
Action forms processed	2,990	4,000	4,000
Number of disciplinary actions/grievance	385	350	350
Number of new hires	664	400	400
Number of terminations	549	332	332
Number of performance reviews	4,310	4,330	4,330

Engineering & Public Works Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: ENGINEERING & PUBLIC WORKS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	582,326	646,000	664,000	647,000
Federal/State Grants	98	-	-	-
Other Intergovt'l Revenue	16,237	6,000	500	500
Other Charges for Services	8,057	1,000	5,296	54,290
Fines & Forfeitures	50	-	-	-
Inter-Departmental Charges	2,996,691	3,631,796	3,384,786	3,312,535
Miscellaneous Revenues	509,008	50,000	189,185	54,500
TOTAL	4,112,469	4,334,796	4,243,767	4,068,825
APPROPRIATIONS				
Personal Services	17,692,258	19,494,220	18,854,881	20,129,726
Operating Expenses	10,842,912	11,622,453	9,799,025	9,653,003
Capital Outlay	413,138	291,772	305,957	342,742
Debt Service	37,537	49,108	49,108	49,108
Non-Operating	-	350,000	-	300,000
TOTAL	28,985,845	31,807,553	29,008,971	30,474,579
POSITIONS	470	448	446	439
FULL TIME EQUIVALENTS	468.15	446.15	444.15	437.15

BUDGET NARRATIVE:

The Department of Engineering and Public Works administers a range of functions within County government. Chiefly, the Department oversees County road construction projects and provides technical engineering assistance to the County Commissioners, the County Administrator, and all other County departments.

Engineering manages the County's five-year road construction program. This program will improve roads throughout the County. Employees in the Department are responsible for obtaining rights-of-way, designing roads, soliciting contracts for road construction and overseeing the road construction.

While embarking on a program of new road construction, Engineering employees also have been keeping up with the annual responsibilities of maintaining over 1,000 miles of roads and bicycle paths, 850 traffic signals and more than 200 fixed and movable bridges.

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ADMINISTRATIVE SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	4,907	-	5,296	54,290
Miscellaneous Revenues	797	-	428	-
TOTAL	5,705	-	5,724	54,290
APPROPRIATIONS				
Personal Services	634,859	618,823	595,200	653,261
Operating Expenses	840,735	994,691	505,629	365,291
Capital Outlay	161,846	22,911	22,901	7,730
Debt Service	37,537	49,108	49,108	49,108
TOTAL	1,674,977	1,685,533	1,172,838	1,075,390
POSITIONS	22	19	19	19
FULL TIME EQUIVALENTS	22.00	19.00	19.00	19.00

FUNCTION:
The Administrative Services Division provides support services, including but not limited to microfilming, blueprinting, record retention and management, mail/messenger services, switchboard services, maintaining/operating storeroom, resolution of building maintenance problems, property control, providing information to ensure most cost effective method of purchasing supplies and equipment, and coordination of telephone equipment and repair. In addition, the Division Director assists all divisions on all personnel related matters; coordinates data processing; planning and problem resolution; coordinates training; and participates in the resolution of departmental issues as appropriate. The fiscal sections of this division provides financial planning and analysis, budget management and general accounting services to the Engineering and Public Works Department and Facilities Planning, Design and Construction.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop a departmental disaster plan.
* To reorganize the Department's central records facility.
* To provide Department/Division managers with accurate, timely, and meaningful reports that will assist in the decision making process.
* To develop and implement a data base program that will summarize the activity for multiple fiscal years for all capital projects.
* To develop and implement a data base program to enable timely responses to Road and Bridge maintenance inquires.
* To develop and implement a data base program to automate the interdepartmental billing system.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of photo copies produced	2,905,428	2,300,000	2,300,000
Number of plats reproduced from microfilm	n/a	1,600	1,600
Number of aerial photographs retrieved from vault	n/a	5,500	5,500
Number of blueprints produced	141,493	150,000	150,000
Number of accounting transactions processed	21,777	12,150	12,150
Number of Personnel Actions processed	213	220	200
Number of Performance Reviews processed	n/a	375	375
Number of Capital Projects administered	739	840	940

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: COUNTY ENGINEER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	473,695	671,597	591,960	692,108
Operating Expenses	17,878	26,382	20,014	21,690
Capital Outlay	-	-	2,119	-
TOTAL	491,573	697,979	614,093	713,798
POSITIONS	10	11	11	11
FULL TIME EQUIVALENTS	9.55	10.55	10.55	10.55

FUNCTION:
To provide engineering and administrative management and direction for the Department of Engineering and Public Works and act as liaison between the Board of County Commissioners, the public and the staff.

GOALS AND OBJECTIVES FOR 1993-94:
* To produce Capital Program as scheduled.
* To produce prompt service to public and other County departments.
* To continue timely input to the BCC on major DRI's, the Comprehensive Plan and the Traffic Performance Standard Ordinance.
* To complete the Judicial Center on time and within budget.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Board actions processed	476	425	350
Number of Administrative Reviews	113	150	175
Number of groups participating in the Adopt-A-Road Program	100	175	225

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ROAD-BRIDGE DIV. ADMIN.**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	501,760	547,793	521,263	566,875
Operating Expenses	444,235	527,612	498,239	510,555
Capital Outlay	-	-	-	2,000
TOTAL	945,995	1,075,405	1,019,502	1,079,430
POSITIONS	11	11	11	11
FULL TIME EQUIVALENTS	11.00	11.00	11.00	11.00

FUNCTION:
Road and Bridge Administration is responsible for providing coordination and delegation of the construction and maintenance of County road and bridge systems. Activities of the South Lake Worth Pumping Station are also developed and coordinated.

GOALS AND OBJECTIVES FOR 1993-94:
* To administer the function, objectives and performance of the Road, Bridge and Dredge Sections, including oversight of more than 75 lane miles of resurfacing.
* To continue the pathway program.
* To maintain and service over 250 bridges.
* To install over 35 guardrail projects.
* To service and maintain 9 bascule bridges.
* To maintain an ongoing bridge inspection program for 251 bridges.
* To administer a total Road and Bridge budget of approximately $13 million.

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: BRIDGE SECTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	29,545	50,000	50,000	52,500
Miscellaneous Revenues	880	-	109	-
TOTAL	30,425	50,000	50,109	52,500
APPROPRIATIONS				
Personal Services	2,705,998	3,001,939	2,890,640	2,982,789
Operating Expenses	431,898	521,075	484,166	352,426
TOTAL	3,137,896	3,523,014	3,374,806	3,335,215
POSITIONS	79	74	74	74
FULL TIME EQUIVALENTS	77.60	72.60	72.60	72.60

FUNCTION:
The Bridge Section is responsible for the construction, maintenance, inspection and operation of the County bridge system in accordance with Federal, State and County standards.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide the necessary operation, maintenance and procedures to maintain the safety of the public in accordance with Federal, State and County safety standards for eight bascule bridges and one swing bridge.
* To provide the necessary maintenance and procedures to maintain the safety of the public in accordance with Federal, State and County safety standards for more than 251 fixed and pedestrian bridges.
* To provide the construction, maintenance and repair of bridges.
* To continue a training program for bridgetenders.
* To provide the construction of handicapped ramps, curbs and sidewalks.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of linear feet of guard rail installed	16,357	38,232	8,000
Number of bridge inspections	68	72	72
Number of cubic yards of concrete poured	652	600	600

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ROADS SECTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	154,726	140,000	140,000	145,000
Miscellaneous Revenues	2,795	-	1,950	-
TOTAL	157,522	140,000	141,950	145,000
APPROPRIATIONS				
Personal Services	3,554,627	4,071,812	3,836,876	4,140,659
Operating Expenses	3,508,679	3,261,335	3,177,800	2,887,636
TOTAL	7,063,306	7,333,147	7,014,676	7,028,295
POSITIONS	109	109	108	108
FULL TIME EQUIVALENTS	109.00	109.00	108.00	108.00

FUNCTION:
The Road Section is responsible for the maintenance of the roadways and drainage systems throughout Palm Beach County. This work includes the coordination of the resurfacing program; the mining of local material for road maintenance and construction; and the mowing, sweeping and sidewalk maintenance of County roads and rights-of-way.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue shoulder maintenance and reconstruction countywide.
* To continue countywide drainage improvement and maintenance.
* To continue countywide resurfacing and reconstruction of roadways and bikepaths.
* To continue intersection improvements countywide.
* To continue mining road maintenenace and construction materials.
* To continue mowing, sweeping and sidewalk maintenance of County roads and rights-of-way.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of major roads lane miles resurfaced	41	75	24
Number of acres of medians maintained	8,000	8,000	8,000
Number of Action Center Requests	210	220	225
Number of Public complaint responses	2,441	2,400	2,400

PALM BEACH COUNTY

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: SUBDIVISION STREET MAINT.**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	16,247	-	-	-
TOTAL	16,247	-	-	-
APPROPRIATIONS				
Personal Services	300,000	300,000	425,000	525,000
Operating Expenses	473,456	264,100	314,100	414,100
TOTAL	773,456	564,100	739,100	939,100

FUNCTION:
The County maintains approved streets in subdivisions by mowing, cleaning, patching and resurfacing roadways, and performing drainage work.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue resurfacing roadways.
* To continue drainage maintenance such as cleaning out storm sewers, culverts, inlets and ditches.
* To continue to maintain and repair roadways and pathways throughout the County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of lane miles resurfaced	7	5	5

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: SOUTH LW PUMPING STATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	-	-	69	-
TOTAL	-	-	69	-
APPROPRIATIONS				
Personal Services	52,507	55,040	96,159	114,137
Operating Expenses	139,050	97,884	64,409	90,118
TOTAL	191,557	152,924	160,568	204,255
POSITIONS	1	1	2	2
FULL TIME EQUIVALENTS	1.00	1.00	2.00	2.00

FUNCTION:
The Dredge Section has the responsibility for operation and maintenance of the South Lake Worth Inlet Sand Transfer Plant.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain and operate South Lake Worth pumping station at operational-ready status at all times.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of cubic yards of sand pumped	9,340	64,352	65,000

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: TRAFFIC DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	15,187	14,000	14,000	15,000
Federal/State Grants	98	-	-	-
Other Intergovt'l Revenue	16,237	6,000	500	500
Other Charges for Services	3,150	1,000	-	-
Inter-Departmental Charges	425,717	403,300	300,000	330,000
Miscellaneous Revenues	504,464	50,000	186,472	54,500
TOTAL	964,855	474,300	500,972	400,000
APPROPRIATIONS				
Personal Services	4,228,696	4,747,072	4,586,447	4,980,003
Operating Expenses	3,758,786	4,251,188	3,656,398	3,624,376
Capital Outlay	205,625	255,247	243,823	285,588
TOTAL	8,193,107	9,253,507	8,486,668	8,889,967
POSITIONS	114	111	111	108
FULL TIME EQUIVALENTS	114.00	111.00	111.00	108.00

FUNCTION:
To install and maintain traffic signals, signs and pavement markings on roadways and intersections under Palm Beach County's jurisdiction. To provide engineering review and approval of geometric roadway design to increase traffic safety and movements efficiency. To provide engineering direction for land development and transportation planning. To administer the construction of pedestrian pathways. To administer the design and construction of intersection improvements.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide professional engineering services for traffic operations, design engineering, and transportation planning at or above the levels indicated by the 1993-94 budget performance measures.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of traffic signals under Palm Beach County responsibility	863	886	900
Number of signs installed or replaced	6,190	6,200	6,200
Number of signs reset	8,252	8,200	8,200
Linear feet of roadways striped by County forces	1,081,203	760,000	1,060,000
Number of signalized sections completed on preventative maintenance program	694	700	700
Number of new and major upgrades of signalized intersections installed	91	87	87
Number of developer plan, construction plan and regional impact reviews	842	850	850
Number of trouble calls completed	8,341	8,350	8,350

DEPARTMENT: ENGINEERING & PUBLIC WORKS ORGANIZATION: THOROUGHFARE STREET LIGHTING

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	292,754	569,800	375,000	468,000
TOTAL	292,754	569,800	375,000	468,000

BUDGET COMMENT:
To provide street lighting for arterial roads in the unincorporated areas of the County. This program is funded by electric utility franchise fees.

PALM BEACH COUNTY

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ENGINEERING COORDINATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	-	88,700	88,700	88,700
TOTAL	-	88,700	88,700	88,700
APPROPRIATIONS				
Personal Services	244,304	249,490	250,635	257,472
Operating Expenses	1,366	1,962	1,575	1,975
TOTAL	245,670	251,452	252,210	259,447
POSITIONS	5	4	4	4
FULL TIME EQUIVALENTS	5.00	4.00	4.00	4.00

FUNCTION:
Administration of the consultant selection process in accordance with the Florida Consultants Competitive Negotiations Act. Coordinates selection activities relative to all engineering and general consulting services for general countywide improvement projects. Negotiation of all professional consultant contracts. Receive, review, approve and process all consultant certification applications and coordinate this activity with the County Office of Equal Opportunity for minority certification. Administration of the County's (MSTU) Street Improvement Program in accordance with procedures outlined in Ordinance 91-41 as amended. Processes, coordinates and monitors all activities relating to Street Improvement and Water and Sewer Improvement Projects. Administration of all contractual agreements and the processing of invoices regarding two railway companies relative to all railroad crossing activities in the County.

GOALS AND OBJECTIVES FOR 1993-94:
* To select, negotiate and execute consulting contracts according to established schedules for the Five-Year Road Program and other general County improvement programs.
* To prepare and distribute Petition Packages and process packages upon return.
* To prepare Reports of Costs, tabulate Assessment Rolls and prepare Resolutions.
* To hold Public Information Meetings, attend Public Hearings and receive Board approval for the construction of improvement projects.
* To approve and coordinate with OEO all consulting firms certifications as it pertains to the CCNA function.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of initial contract selections	20	29	20
Number of supplemental agreements	84	60	50
Number of consultant firms certified/ re-certified	53	35	35
Number of petition packages sent	66	30	23
Number of petitions processed	21	10	7
Number of information meetings and public hearings	20	27	14
Number of Railroad crossing agreements administered	12	13	6
Number of invoices processed	39	30	30

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: CONSTRUCTION COORDINATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	978,139	1,289,000	1,289,000	1,289,000
Miscellaneous Revenues	-	-	157	-
TOTAL	978,139	1,289,000	1,289,157	1,289,000
APPROPRIATIONS				
Personal Services	1,136,990	1,218,085	1,180,590	1,256,324
Operating Expenses	131,557	140,793	140,933	109,909
TOTAL	1,268,547	1,358,878	1,321,523	1,366,233
POSITIONS	24	22	22	22
FULL TIME EQUIVALENTS	24.00	22.00	22.00	22.00

FUNCTION:
To administer and coordinate construction of County projects for roads, bridges, street improvements, parks, airports, and Housing and Community Development projects. To ensure County standards and specifications are met and present final acceptance to the Contract Review Committee upon completion of the project. To inspect and coordinate construction within County-permitted subdivisions and work within County rights-of-way. To ensure construction is in accordance with approved plans, specifications and permit requirements.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain a highly qualified staff and optimum equipment inventory to ensure meeting contractual obligations and accomplish all work to be completed as described under "Function".
* To assure the Five Year Road Program continues to develop in a timely and cost effective manner.
* To continue to provide 12 training seminars per year for Construction Coordinators to ensure that all Construction Coordinators in this Division have knowledge of up-to-date technology for construction inspections.
* To maintain the practice of cross-training clerical personnel to ensure the smooth flow of paperwork and communications needed to support the work in the field.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of contract projects under construction	111	120	105
Number of contract projects completed	38	50	40
Number of subdivisions under construction monitored and inspected	378	400	360
Inspection of Right-of-Way permitted projects	766	800	900
Number of Airport projects under construction	8	9	11
Number of Airport projects completed	4	6	3

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: RIGHT OF WAY ACQUISITION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	399,991	448,254	383,146	363,745
TOTAL	399,991	448,254	383,146	363,745
APPROPRIATIONS				
Personal Services	842,870	879,801	885,637	835,370
Operating Expenses	109,085	78,064	74,639	75,395
TOTAL	951,955	957,865	960,276	910,765
POSITIONS	24	22	22	20
FULL TIME EQUIVALENTS	24.00	22.00	22.00	20.00

FUNCTION:
To obtain rights-of-way, restoration agreements and easements for all road projects designed and constructed for and/or by Palm Beach County. To maintain inventory of County owned and maintained roads, easements and rights-of-way. To process abandonment of roads and vacation of plats.

GOALS AND OBJECTIVES FOR 1993-94:
* To acquire all right-of-way parcels required to support the Five Year Road Program.
* To acquire all parcels required for other projects (Street Improvement, drainage easements, other County department right-of-way requirements).
* To answer all right-of-way and related research requests (phone calls and walk-ins).
* To process all abandonment and plat vacation petitions.
* To maintain the road inventory database.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Five Year Road Program parcels (Abstract)	141	97	97
Number of Five Year Road Program parcels (Acquisition)	313	300	300
Number of other parcels (Abstract)	1,314	1,125	1,125
Number of other parcels (Acquisition)	286	200	125
Number of R-O-W related research requests (Abstract)	258	150	150
Number of R-O-W related research requests (Acquisition)	1,087	1,100	1,100
Number of Abandonments	40	20	20

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ENGINEERING SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	440,486	559,246	530,000	500,000
TOTAL	440,486	559,246	530,000	500,000
APPROPRIATIONS				
Personal Services	1,409,522	1,407,221	1,307,413	1,354,241
Operating Expenses	94,598	91,995	84,437	95,721
Capital Outlay	6,604	614	24,114	2,500
TOTAL	1,510,724	1,499,830	1,415,964	1,452,462
POSITIONS	36	31	29	28
FULL TIME EQUIVALENTS	36.00	31.00	29.00	28.00

FUNCTION:
The Engineering Services Division is responsible for the preparation and/or review of plans, specifications, right-of-way maps, permit applications and contract documents for capital improvement projects, park projects, intersection improvements, countywide pathways and street improvement projects. Develops and maintains survey control data used in the delineation of property boundaries and the development of engineering projects. Provides field survey information when requested by various County offices and agencies. Coordinates the relocation of utilities and prepares all utility agreements as necessary for construction.

GOALS AND OBJECTIVES FOR 1993-94:
* To advertise for construction and contract $2.5 million of capital projects.
* To review 100 street improvement and subdivision projects and 250 survey drawings and legal descriptions.
* To complete 120 field surveys as requested by various County offices and agencies.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Various capital improvement projects advertised for Constr. ($ Millions)	3.3	3.0	2.5
# of street, intersection improvements and subdivision projects reviewed	110	150	100
# of survey drawings, legal descriptions R/W maps and abandonments reviewed	275	260	250
# of field survey requests	138	140	120

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: ROADWAY PRODUCTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	528,444	648,296	588,940	538,590
TOTAL	528,444	648,296	588,940	538,590
APPROPRIATIONS				
Personal Services	884,945	886,756	885,075	877,929
Operating Expenses	13,345	19,305	16,346	19,140
TOTAL	898,290	906,061	901,421	897,069
POSITIONS	18	15	15	14
FULL TIME EQUIVALENTS	18.00	15.00	15.00	14.00

FUNCTION:
To administer and coordinate design, right-of-way acquisition and construction projects of the County's Thoroughfare Roadway Program. To schedule and track projects from inception through design, right-of-way acquisition, preparation of contract to bid, and construction. To prepare quarterly and annual reports for the Board setting forth the status of the Thoroughfare Road Program.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop and implement the most cost effective design and construction of thoroughfare projects.
* To meet the requirements of the Traffic Performance Ordinance.
* To place to bid approximately 10 projects for construction of Thoroughfare Roadways.
* To maintain a highly qualified staff and ensure that all scheduled projects are followed within the standards set forth by the County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of lane miles constructed	40.2	46.9	40.0
Number of projects	141	125	110
Number of design submittals reviewed	432	315	285
% of thoroughfare roadways meeting the County's adopted "Level of Service"	84	83	81

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: LAND DEVELOPMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	567,138	632,000	650,000	632,000
Fines & Forfeitures	50	-	-	-
Inter-Departmental Charges	23,393	5,000	15,000	5,000
Miscellaneous Revenues	70	-	-	-
TOTAL	590,652	637,000	665,000	637,000
APPROPRIATIONS				
Personal Services	582,098	620,139	579,049	660,560
Operating Expenses	450,755	660,732	276,205	466,333
Capital Outlay	-	-	-	44,924
TOTAL	1,032,853	1,280,871	855,254	1,171,817
POSITIONS	13	13	13	13
FULL TIME EQUIVALENTS	13.00	13.00	13.00	13.00

FUNCTION:
To review construction plans and plats of residential and commercial sub-divisions for conformance to Article 8, Subdivision, platting and required improvements of the Unified Land Development Code. To provide engineering input for rezoning and site plan applications. To review and approve work performed in County rights-of-way. To administer the inspection of paving, drainage and lake construction and address citizen concerns pertaining to said construction. To make recommendations concerning vacation or abandonment of roads and drainage easements and review variances brought before Board of Adjustment. To issue Base Building Line Waivers and coordinate with the Monitoring Section 402.6 and 402.9 reviews. Also maintains bonds to insure the construction of required improvements, and, if a developer fails, bids the completion of those projects for which the bond has been drawn.

GOALS AND OBJECTIVES FOR 1993-94:
* To review plats and plans of development in unincorporated Palm Beach County and return comments within 30 days of submittal.
* To review all applications for work within the County's right-of-way within 30 days, with an average of 15 days.
* Review all related Zoning applications and site plan submittals by Agenda deadline in order to provide Engineering comments and conditions.
* To maintain all active contracts and sureties, without expiration, until required improvements are complete and acknowledged or surety is drawn and received.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of permits issued-drainage, utility, cable TV, and construction	699	700	700
Number of land development permits issued	38	40	50
Number of plats submitted	73	75	80
Number of Development Review Committee Petitions reviewed	375	450	500
Number of zoning petitions reviewed	135	150	200
Number of BCC Agenda Items and administrative procedures	208	250	250

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: GEOPROCESSING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	139,385	218,652	222,937	232,998
Operating Expenses	134,735	115,535	109,135	150,338
Capital Outlay	39,063	13,000	13,000	-
TOTAL	313,183	347,187	345,072	383,336
POSITIONS	4	5	5	5
FULL TIME EQUIVALENTS	4.00	5.00	5.00	5.00

FUNCTION:
To provide technical support for the mapping and spatial analysis requirements of Department programs. Maintain and periodically update and publish the Palm Beach County Street Atlas for use by County Emergency Response Agencies, other County agencies, County School Board and the public.

GOALS AND OBJECTIVES FOR 1993-94:
* To update and publish the Street Atlas.
* To identify and implement geoprocessing applications in those engineering agencies where it can provide support to improve the efficiency of the agency.
* To computerize the Road and Bridge Division map and incorporate the County Right-of-Way maps into the GIS system.
* To continue to improve roadway base map and to produce and distribute versions of the road map to County Agencies requiring them.
* To establish fee schedule for services to outside agencies.
* To expand effort on Traffic Analysis project.

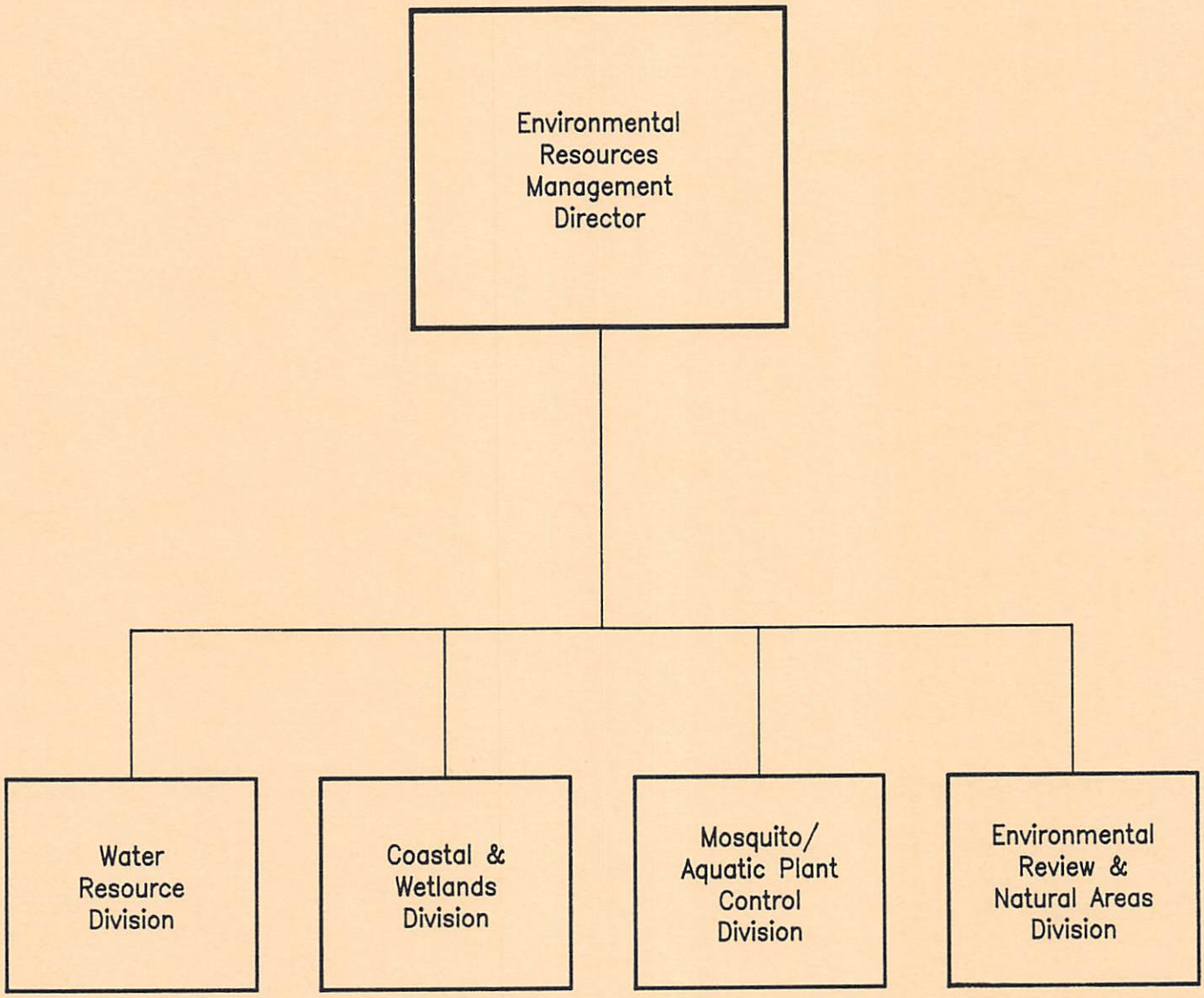
	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Road Atlas pages updated and published	282	175	175
Number of Engineering supported projects completed	31	15	25
Number of Services projects (non-engineering) completed	33	40	35
Number of digitizing projects	13	4	4

DEPARTMENT: ENGINEERING & PUBLIC WORKS **ORGANIZATION: RESERVES - ENGINEERING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	-	350,000	-	300,000
TOTAL	-	350,000	-	300,000

BUDGET COMMENT:
Included in this category is the contingency reserve established in the County Transportation Trust Fund for Road & Bridge and Traffic operations.

Department of Environmental Resources Management


Environmental Resources Management Director
Water Resource Division
Coastal & Wetlands Division
Mosquito/ Aquatic Plant Control Division
Environmental Review & Natural Areas Division

DEPARTMENT SUMMARY

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	390,270	472,312	478,312	541,882
Federal/State Grants	2,298,705	2,267,338	2,817,305	1,138,143
Other Charges for Services	3,165	1,610	3,017	1,910
Fines & Forfeitures	68,037	1,000	19,255	1,000
Interest Revenues	62,434	82,750	69,679	25,000
Inter-Departmental Charges	531,342	590,860	568,860	620,776
Miscellaneous Revenues	31,852	-	12,788	-
Interfund Transfers	74,641	-	75,000	-
Fund Balance	2,238,562	1,906,423	2,672,415	1,284,594
TOTAL	5,699,012	5,322,293	6,716,631	3,613,305
APPROPRIATIONS				
Personal Services	3,299,966	3,868,246	3,715,787	4,041,356
Operating Expenses	2,276,350	3,852,685	4,464,995	2,156,172
Capital Outlay	18,951	-	31,000	16,150
Non-Operating	74,641	641,388	75,000	451,502
TOTAL	5,669,909	8,362,319	8,286,782	6,665,180
POSITIONS	86	88	87	87
FULL TIME EQUIVALENTS	86.00	88.00	87.00	87.00

BUDGET NARRATIVE:

The Department of Environmental Resources Management is responsible for programs related to the protection and enhancement of the environment. This responsibility includes, but is not limited to, coordination of environmental issues and environmental programs, surface water and groundwater resources, potable water, natural ecosystem and the control of airborne, waterborne, and land-based exotic and nuisance species. The following organizations are under the Department:

Administration

Coastal & Wetlands

Shoreline Protection

Environmental Review & Natural Areas

Water Resources

Petroleum Storage Tank Clean-Up

Petroleum Storage Tank Compliance

Mosquito Control

Aquatic Plant Control

Environmental Enhancement

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	1,399	660	660	660
Miscellaneous Revenues	174	-	25	-
TOTAL	1,574	660	685	660
APPROPRIATIONS				
Personal Services	179,308	192,406	192,798	206,971
Operating Expenses	35,703	38,929	51,099	33,834
Capital Outlay	1,600	-	-	-
TOTAL	216,611	231,335	243,897	240,805
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

FUNCTION:
The Department's Administration Division is responsible for the overall planning, management and control of the resources allocated to its divisions and the coordination of environmental issues with other departments and State and Federal Agencies.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement new programs as required by the 1989 Comprehensive Plan.
* To develop additional non-ad valorem revenue sources to support environmental programs.
* To administer the Department resources in an efficient and cost-effective manner.
* To further develop the quality of administrative support provided throughout the Department.
* To increase the consideration given to environmental concerns in County reviews of zoning special exceptions and rezoning applications and other proposed public and private projects that have land use applications.
* To ensure that the protection and restoration of Palm Beach County's environmental resources are considered in any County decision that would affect these resources.
* To oversee Department participation in the work of countywide environmentally related committees and establish new committees or advisory groups as needed.
* To participate in the development of legislation to protect, enhance and restore the environmental resources of the County and State.

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: COASTAL AND WETLANDS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	97,135	110,000	110,000	110,000
Federal/State Grants	43,441	-	-	-
Other Charges for Services	-	-	54	-
Miscellaneous Revenues	26	-	25	-
TOTAL	140,602	110,000	110,079	110,000
APPROPRIATIONS				
Personal Services	539,251	576,152	550,987	600,548
Operating Expenses	90,974	112,338	90,301	104,904
Capital Outlay	1,668	-	-	-
TOTAL	631,893	688,490	641,288	705,452
POSITIONS	15	14	14	14
FULL TIME EQUIVALENTS	15.00	14.00	14.00	14.00

FUNCTION:
The Coastal & Wetlands Division provides protection, enhancement, restoration and management of Palm Beach County's coastal and wetland natural resources. The specific program areas administered by this Division include artificial reef construction and monitoring, shore protection and restoration, Intercoastal Waterway speed zones, marine turtle and manatee protection, Lake Worth Restoration Plan, water quality, environmental enhancement and wetlands protection. The Division is responsible for enforcement of the Coastal Protection, Wetlands Protection and Sea Turtle Protection Ordinances.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement the environmental policies of the 1989 Comprehensive Plan.
* To continue the development of the Sea Turtle Protection Program through public awareness, education activities, ordinance enforcement and monitoring.
* To achieve the Comprehensive Land Use Plan's goal of no net loss of wetland functions through a regulatory process.
* To process all submitted wetland applications in a timely manner and in accordance with all rules of the Board of County Commissioners.
* To reduce duplication of regulatory processes by receipt of permitting delegation from the Florida Department of Environmental Regulation.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of wetland permit applications processed	575	400	425
Number of wetland permits issued	393	280	275
Number of coastal applications processed	84	50	60
Number of coastal permits issued	69	30	25
Compliance inspections associated with wetlands permits	76	80	75
Compliance inspections associated with coastal permits	8	10	10
Number of public education/information presentations	54	42	30
Number of Volunteer Hours	-0-	600	600

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: SHORELINE PROTECTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	387,652	444,687	444,687	466,425
Miscellaneous Revenues	13	-	5	-
TOTAL	387,665	444,687	444,692	466,425
APPROPRIATIONS				
Personal Services	346,155	394,446	395,892	411,904
Operating Expenses	39,700	50,241	40,551	54,521
Capital Outlay	1,995	-	-	-
TOTAL	387,850	444,687	436,443	466,425
POSITIONS	8	8	8	8
FULL TIME EQUIVALENTS	8.00	8.00	8.00	8.00

FUNCTION:
The Shore Protection Program protects, enhances, restores and manages Palm Beach County's beach and dune system. This program is funded entirely by the Tourist Development tax and state and federal funds.

GOALS AND OBJECTIVES FOR 1993-94:
* To improve, maintain, renourish and preserve the beach/dune system and continue other beach erosion control methods.
* To maintain and/or preserve and obtain additional funding for beaches, dunes and native dune vegetation.
* To evaluate data and complete environmental monitoring reports for shore protection projects in FY 1992-93.
* To complete the Countywide Beach Management Plan.
* To draft an environmental impact statement for Ocean Ridge.
* To continue development of dune restoration programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of shore protection projects	6	7	7
Miles of turtle nesting shorelines monitored by volunteers	37.5	37.5	34.5
Sea turtle protection permits issued	10	-0-	-0-

PALM BEACH COUNTY

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: REVIEW AND NATURAL AREAS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	3,750	58,867	58,867	132,437
Other Charges for Services	107	500	500	500
Inter-Departmental Charges	89,953	116,173	116,173	116,287
Miscellaneous Revenues	11	-	-	-
TOTAL	93,821	175,540	175,540	249,224
APPROPRIATIONS				
Personal Services	522,648	627,097	597,898	695,375
Operating Expenses	64,345	88,974	70,851	93,344
Capital Outlay	-	-	-	16,150
TOTAL	586,993	716,071	668,749	804,869
POSITIONS	11	13	13	14
FULL TIME EQUIVALENTS	11.00	13.00	13.00	14.00

FUNCTION:

The Environmental Review and Natural Areas Division provides environmental analyses for a broad spectrum of development projects and planning activities, as well as land management expertise, to Palm Beach County for the protection and management of natural resources. Specific program areas managed by this Division include: acquisition and management of environmentally sensitive lands, vegetation preservation and protection, and excavation codes; compliance/enforcement of the County's Environmentally Sensitive Lands; management and monitoring of preserve areas for the Department of Airports; review of zoning applications and planning projects; review of Developments of Regional Impact (DRI) Studies; review of other special projects; and coordination and monitoring activities related to the 1989 Comprehensive Plan.

GOALS AND OBJECTIVES FOR 1993-94:

* To continue the environmental policies mandated by the Comprehensive Plan and the Unified Land Development Code.
* To continue the environmentally sensitive land aquisition and management program.
* To continue the regulatory functions of the County's Environmentally Sensitive Lands, Vegetation Preservation and Protection, and Excavation Codes.
* To continue implementation of preserve management and monitoring activities for the Department of Airports.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of environmental reviews for Planning Division	30	10	10
Number of zoning petitions reviewed	121	200	200
Number of hours worked on land acquisition	2,018	2,000	2,000
Number of hours worked on land management for Natural Areas Program	145	1,500	1,500
Number of hours worked on land acquisition	1,379	3,000	3,000
Number of ESL site inspections	21	20	20
Number of applications with preserves	-0-	30	30
Number of compliance inspections	-0-	20	20

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: WATER RESOURCES DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	37,382	34,445	34,445	34,445
Federal/State Grants	15,900	8,700	27,488	11,988
Other Charges for Services	1,658	450	1,803	750
Fines & Forfeitures	-	1,000	-	1,000
Miscellaneous Revenues	156	-	125	-
TOTAL	55,097	44,595	63,861	48,183
APPROPRIATIONS				
Personal Services	351,378	413,956	397,662	432,521
Operating Expenses	76,548	108,430	120,822	135,560
Capital Outlay	6,140	-	-	-
TOTAL	434,066	522,386	518,484	568,081
POSITIONS	11	10	10	10
FULL TIME EQUIVALENTS	11.00	10.00	10.00	10.00

FUNCTION:
The Water Resources Division manages and protects the County's groundwater and surface water resources through implementation of wellfield protection, surface water and storm water programs. The surface water and groundwater conditions are monitored throughout the County by regulation through ordinances, inspections, water sampling and complaint investigations. Technical support and public information programs are provided for other agencies, local governments, businesses, residents and visitors to Palm Beach County.

GOALS AND OBJECTIVES FOR 1993-94:
* To update database and report of water quality conditions throughout Palm Beach County and provide to STORET through the Florida DER.
* To develop geographic information systems with water resource overlays.
* To monitor compliance at all facilities permitted in wellfield zones.
* To develop ordinance to protect surface water quality.
* To initiate the stormwater detention facility treatment efficiency study.
* To remodel wellfields for newly proposed wells.
* To update water quality databases of potable drinking water wells in Palm Beach County.
* To streamline wellfield permitting process for increased productivity and decreased turnaround time.
* To develop an education program for stormwater pollution prevention.
* To implement the 5-year monitoring program for the NPDES programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Percent of water quality complaints investigated	100	100	100
Wellfield inspections	1,528	1,200	1,200
Percent of spill events investigated	100	100	100
Number of reviews performed on sampling data	177	215	224
Water quality samples taken	-0-	232	210
Groundwater wells sampled	-0-	46	27

PALM BEACH COUNTY

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: PETROLEUM TANK CLEAN-UP**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	1,603,247	1,498,758	1,869,294	569,294
Interest Revenues	38,577	46,000	46,000	-
Miscellaneous Revenues	13	-	-	-
Fund Balance	1,295,636	1,264,372	1,774,011	588,260
TOTAL	2,937,474	2,809,130	3,689,305	1,157,554
APPROPRIATIONS				
Personal Services	388,950	533,921	519,325	616,623
Operating Expenses	771,832	2,275,209	2,603,720	525,987
Capital Outlay	2,679	-	16,000	-
TOTAL	1,163,461	2,809,130	3,139,045	1,142,610
POSITIONS	9	10	10	10
FULL TIME EQUIVALENTS	9.00	10.00	10.00	10.00

FUNCTION:
To facilitate the cleanup of discharges from petroleum storage tanks by providing project management and technical review services. To conduct site assessments and remediation activities at petroleum contamination sites eligible for state funded cleanup under SUPER Act or Pollution Liability Insurance and Restoration Programs.

GOALS AND OBJECTIVES FOR 1993-94:
* To perform all activities associated with the contamination assessment phase at petroleum clean-up sites.
* To perform all activities associated with the remedial action phase at petroleum clean-up sites.
* To initiate clean-up activities at state funded contamination sites.
* To provide public assistance as needed.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of cleanup sites in contamination assessment phase	101	90	90
Number of cleanup sites in remedial action phase	80	55	55
Number of cleanup projects initiated by Palm Beach County	7	14	10
Number of inspections performed at groudwater remediation sites	-0-	180	200
Number of quality assurance audits performed	-0-	7	12

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT ORGANIZATION: PETROLEUM TANK COMPLIANCE

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	503,217	503,218	548,861	548,861
Fund Balance	202,368	303,013	303,639	414,909
TOTAL	705,585	806,231	852,500	963,770
APPROPRIATIONS				
Personal Services	338,609	401,717	375,886	416,864
Operating Expenses	58,469	404,514	56,705	544,988
Capital Outlay	4,869	-	5,000	-
TOTAL	401,947	806,231	437,591	961,852
POSITIONS	9	9	9	9
FULL TIME EQUIVALENTS	9.00	9.00	9.00	9.00

FUNCTION:
To administer a storage tank compliance program to ensure that storage tank facilities are designed, constructed and operated according to state and federal regulations enacted to protect water resources.

GOALS AND OBJECTIVES FOR 1993-94:
* To perform 2,028 inspections of pollutant storage tank facilities.
* To enter all inspection data into the State of Florida Department of Environmental Regulation information system.
* To initiate enforcement, where required, within thirty (30) days of finalization of inspection report.
* To review and approve plans for most storage tank installations or storage tank closure projects in Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of storage facilities inspected	2,237	1,791	1,710
Percent of data entered into State database	100	100	100
Percent of enforcement cases initiated within 30 days	67	85	85
Number of plan reviews completed	264	310	260

PALM BEACH COUNTY

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: MOSQUITO CONTROL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	5,400	15,000	15,000	-
Inter-Departmental Charges	17,781	-	-	-
Miscellaneous Revenues	6,456	-	-	-
Fund Balance	46,502	3,400	14,457	-
TOTAL	76,139	18,400	29,457	-
APPROPRIATIONS				
Personal Services	547,553	631,402	588,358	622,303
Operating Expenses	535,205	553,041	605,530	535,294
TOTAL	1,082,759	1,184,443	1,193,888	1,157,597
POSITIONS	16	17	16	15
FULL TIME EQUIVALENTS	16.00	17.00	16.00	15.00

FUNCTION:
Mosquito Control strives to improve the quality of life for the residents of, and visitors to, Palm Beach County by controlling the mosquito population at acceptable levels. Primary emphasis in this effort is to use environmentally safe larvacides that will eliminate the mosquito before it has a chance to become a biting adult. In the western areas of the County, larvaciding is not as effective as in the coastal areas due to thousands of acres of potential breeding sites. For this reason, aircraft spraying is used to reduce the adult mosquito population.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to reduce the amount of aerial spraying directed at biting adults and increase efforts directed at larvae.
* To reduce exotic vegetation in County parks and County-owned lands.
* To expand the Exotic Vegetation Removal Program to other publicly owned lands in the County and provide guidance to municipalities in control of exotic vegetation.
* To reduce the mosquito populations to acceptable levels, especially in the western areas of the County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of aerially sprayed acres	683,760	611,000	650,000
Number of adulticide ground acres	148,224	215,000	245,000
Aerial adulticiding cost/acre	0.51	0.59	.45
Ground adulticiding cost/acre	0.26	0.27	.29
Number of larvacided acres	4,108	5,000	5,100
Larvaciding cost/acre	9.46	12.15	12.75
Number of complaint inspections	3,878	5,100	5,340
Inspection cost/complaint	6.03	7.10	7.25

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT **ORGANIZATION: AQUATIC PLANT CONTROL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	-	-	-	8,000
Inter-Departmental Charges	35,956	30,000	8,000	38,064
TOTAL	35,956	30,000	8,000	46,064
APPROPRIATIONS				
Personal Services	54,904	59,617	59,449	38,247
Operating Expenses	16,078	16,879	14,036	7,817
TOTAL	70,983	76,496	73,485	46,064
POSITIONS	2	2	2	2
FULL TIME EQUIVALENTS	2.00	2.00	2.00	2.00

FUNCTION:
The primary responsibilities of the Aquatic Plant Control Section involve the investigation and control of nuisance aquatic plant species in Lake Osborn and Lake Ida, as well as drainage ditches, canals and retention ponds that fall under the direct control of Palm Beach County. These bodies of water are maintained in such a way that they remain an effective channel for water runoff and can also be used for recreational purposes, as applicable. Only weeds that detrimentally affect the above criteria are sprayed, thus ensuring a habitat for fish and other wildlife. The Section also operates in response to requests from other County departments in areas they maintain such as rights-of-way, airports and natural and created bodies of water.

GOALS AND OBJECTIVES FOR 1993-94:
* To control the growth of nuisance aquatic plants in the lakes and canals of Palm Beach County to keep these bodies of water open for passage of storm water runoff and recreational boating and fishing activites.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Acres of canals and lakes maintained	178.4	170	165
Acres of ditchbanks maintained	92.6	80	85
Herbiciding cost/acre	131.64	150	156
Miles of roadways herbicided	266.1	150	130
Herbiciding cost per mile of roadways	49.21	55	57

PALM BEACH COUNTY

DEPARTMENT: ENVIRONMENTAL RESOURCES MGT ORGANIZATION: ENVIRONMENTAL ENHANCEMENT

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	252,003	269,000	275,000	265,000
Federal/State Grants	127,500	241,662	356,662	-
Interest Revenues	21,388	36,750	23,094	25,000
Miscellaneous Revenues	25,000	-	12,608	-
Interfund Transfers	74,641	-	75,000	-
Fund Balance	516,145	335,638	397,973	281,425
TOTAL	1,016,678	883,050	1,140,337	571,425
APPROPRIATIONS				
Personal Services	31,209	37,532	37,532	-
Operating Expenses	587,494	204,130	811,380	119,923
Capital Outlay	-	-	10,000	-
Non-Operating	74,641	641,388	75,000	451,502
TOTAL	693,344	883,050	933,912	571,425

FUNCTION:

To provide enhancement, restoration and management of Palm Beach County's coastal and wetland natural resources. The specific program areas administered by this section include artificial reef construction and monitoring, Intracoastal Waterway speed zones, manatee protection, Lake Worth Restoration Plan, water quality and estuarine and freshwater enhancement. The Environmental Enhancement Program is supported by vessel registration fees and numerous matching grants. The authority to collect the vessel registration fee is provided by Florida Statutes, Chapter 327. These fees will be used to protect, maintain and enhance salt and fresh water habitats and construct artificial reefs.

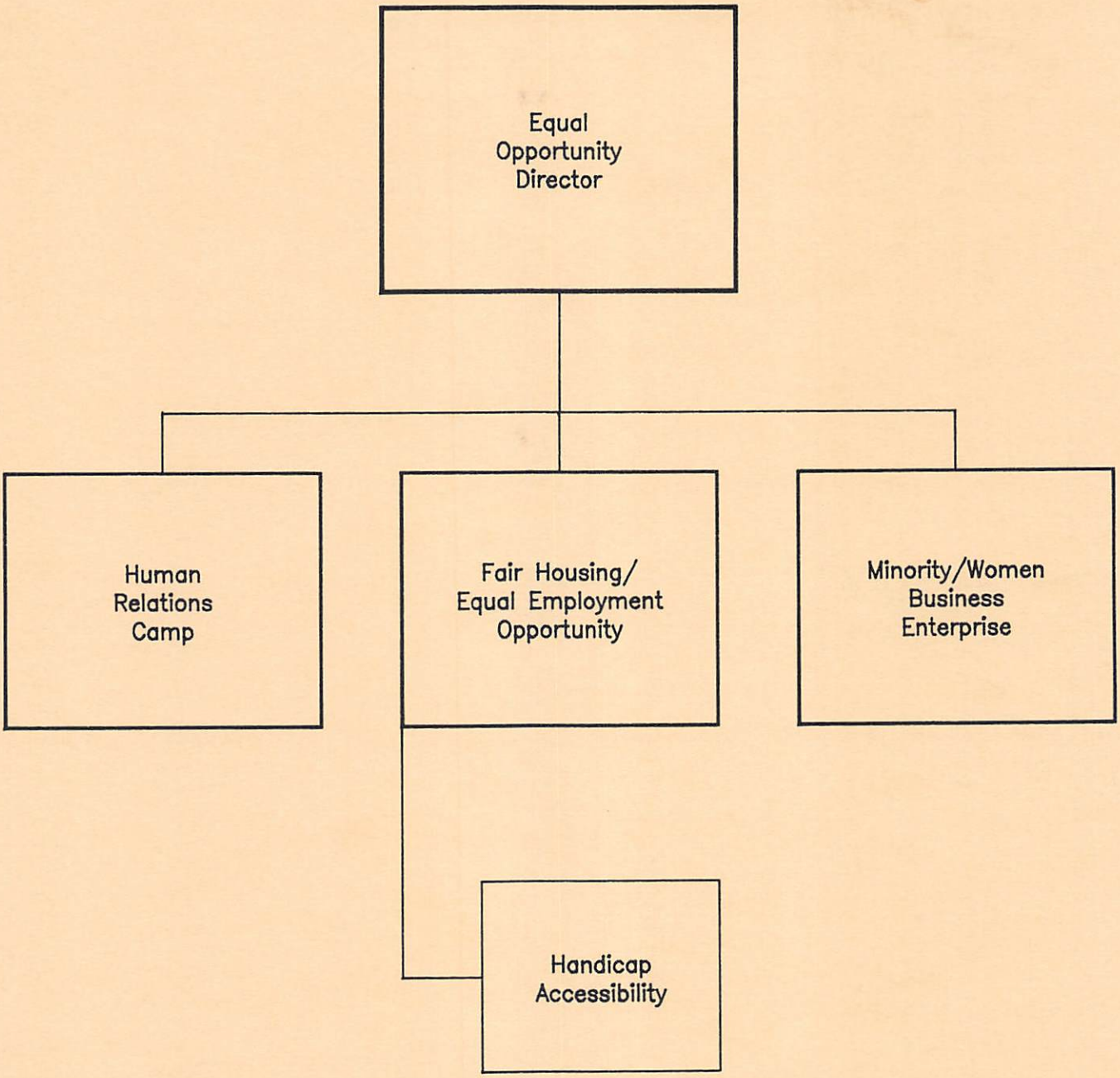
GOALS AND OBJECTIVES FOR 1993-94:

* To continue the design, construction and monitoring of artificial reefs and obtain funding where possible.
* To continue the environmental restoration of Munyon Island, Coral Cove Park, and Lake Ida Park, as well as several new sites in the County's estuary and freshwater bodies.
* To create educational video programs, pamphlets, posters, etc.
* To continue to identify available funding sources and volunteer services to support environmental restoration/enhancement projects.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Acres of artificial reefs constructed	3.4	2.0	3.0
Acres of estuarine wetlands created	7.5	5	2.5
Acres of freshwater wetlands created	1	.5	1
Number of enhancement projects	17	15	15

PALM BEACH
COUNTY

Equal Opportunity



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: EQUAL OPPORTUNITY

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fines & Forfeitures	44,186	60,000	35,000	50,000
Interest Revenues	5,783	5,000	4,000	3,500
Miscellaneous Revenues	4,634	9,623	14,000	52,402
Interfund Transfers	-	47,000	47,000	-
Fund Balance	107,731	69,949	85,279	73,777
TOTAL	162,334	191,572	185,279	179,679
APPROPRIATIONS				
Personal Services	652,437	747,732	757,839	700,809
Operating Expenses	237,910	274,791	254,673	276,154
Capital Outlay	21,429	3,804	3,370	3,300
Non-Operating	-	83,453	4,800	32,875
TOTAL	911,776	1,109,780	1,020,682	1,013,138
POSITIONS	18	18	18	16
FULL TIME EQUIVALENTS	17.75	18.00	18.00	15.70

BUDGET NARRATIVE:

The Office of Equal Opportunity provides an umbrella organization for different anti-discrimination (equal opportunity) programs. The Office postulates a comprehensive, rather than fragmented, approach to equal opportunity and is presently responsible for:

1) The Equal Employment Opportunity Program

2) The Fair Housing Program

3) The Minority/Women Business Enterprise Program

4) The Handicap Accessibility Program

5) The Human Relations Camp

PALM BEACH COUNTY

DEPARTMENT: EQUAL OPPORTUNITY **ORGANIZATION: FAIR HOUSING/EQUAL OPPORTUNITY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	224,574	221,674	227,891	242,356
Operating Expenses	16,638	14,475	12,170	15,307
Capital Outlay	492	604	-	-
TOTAL	241,704	236,753	240,061	257,663
POSITIONS	4	7	7	5
FULL TIME EQUIVALENTS	4.00	7.00	7.00	5.00

FUNCTION:
To investigate and resolve complaints of discrimination in housing and places of public accommodation based on race, sex, color, religion, national origin, disability, sexual orientation, familial status, marital status or age. To investigate complaints of alleged discrimination in employment filed by employees of and applicants for employment with Palm Beach County. To promote and enforce equal opportunity in all terms and conditions of employment. To provide public outreach and education concerning fair housing standards and equality in accessing housing and places of public accommodation. To serve as liaison for the Fair Housing Board. To act as liaison between County organizations and various community groups. To advise the County Commissioners about issues regarding civil rights laws.

GOALS AND OBJECTIVES FOR 1993-94:
* To establish a fair housing testing program and tester training.
* To seek federal equivalency with HUD.
* To increase public outreach to lending institutions and realtors.
* To revise Ordinance 90-1
* To draft a Human Rights Ordinance, which will incorporate prohibitions against discrimination in housing and employment.
* To seek FEEP designation with EEOC.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of walk-ins (employment and fair housing)	75	70	100
Number of phone calls (landlord/tenant, housing and employment inquiries)	3,485	3,600	4,500
Number of employment discrimination complaints received	21	25	100
Number of fair housing complaints received	37	35	4
Number of employment discrimination complaints processed	22	25	100
Number of fair housing complaints processed	17	35	40
Number of employment discrimination violations cited	3	3	25
Number of fair housing discrimination violations cited	8	4	6

DEPARTMENT: EQUAL OPPORTUNITY **ORGANIZATION: PBC COMMUNITY RELATIONS BOARD**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	71,877	83,193	83,193	-
Operating Expenses	3,453	4,721	3,216	-
TOTAL	75,330	87,914	86,409	-
POSITIONS	3	2	2	-
FULL TIME EQUIVALENTS	3.00	2.00	2.00	-

FUNCTION:
This Board has been eliminated in the 1993-94 budget.

DEPARTMENT: EQUAL OPPORTUNITY **ORGANIZATION: EQUAL OPPORTUNITY ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	-	-	-	37,000
TOTAL	-	-	-	37,000
APPROPRIATIONS				
Personal Services	325,365	408,364	412,254	422,156
Operating Expenses	166,643	181,977	171,463	186,916
Capital Outlay	20,937	3,200	3,370	3,300
TOTAL	512,945	593,541	587,087	612,372
POSITIONS	9	8	8	10
FULL TIME EQUIVALENTS	9.00	8.00	8.00	9.70

FUNCTION:

The M/WBE Division has the dual function of serving both the buyer and the seller simultaneously. Palm Beach County (buyer) is provided with bona fide M/WBE firms with the capability and capacity to perform contractual work in the areas of procurement, construction and professional services. Concurrently, M/WBE firms (seller) are recruited, certified and directed on how to do business with the County. Inherent to both the buyer and the seller is the compliance function, where we assure that M/WBE's designated as subcontractors on County jobs are actually utilized and paid with the successful completion of the job.

GOALS AND OBJECTIVES FOR 1993-94:

* To increase the availability of M/WBE firms especially in areas where their presence has been minimal.
* To establish a revolving loan program whose priority will be to support M/WBE firms in need of financial assistance to complete County jobs and to provide the seed money needed to generate funding for capital expansion.
* To develop an incubator program necessary for the growth and development of M/WBE firms.
* To develop internal profit centers to ensure continued business services with less dependance on ad valorem tax dollars.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
$'s expended/tracked on construction projects	28,878,083	43,317,124	47,648,836
$'s awarded to M/WBE firms	18,327,641	27,491,461	30,240,601
Certifications	440	440	484
Training seminars	4	4	5
Compliance reviews (procurement and construction)	289	289	318
Pre-bid conferences (construction and procurement)	90	90	100
Site visits	25	25	28
Number of projects with M/WBE goals established	223	250	275

DEPARTMENT: EQUAL OPPORTUNITY **ORGANIZATION: HUMAN RELATIONS CAMP**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	4,634	9,623	14,000	15,402
TOTAL	4,634	9,623	14,000	15,402
APPROPRIATIONS				
Operating Expenses	11,782	9,623	9,623	15,826
TOTAL	11,782	9,623	9,623	15,826

BUDGET COMMENT:
The Palm Beach County Human Relations Camp is a joint venture between the Palm Beach County Office of Equal Opportunity, the School Board of Palm Beach County and the private sector. The program was implemented to promote interracial and intercultural understanding among high school students from Palm Beach County schools.

The project is educational in scope and stresses leadership, human relations and communication skills vitally necessary to living in a multicultural society.

GOALS AND OBJECTIVES FOR 1993-94:
* To conduct 4 Human Relations Camps.
* To co-sponsor with Palm Beach County School Board 6 two-day Human Relations training sessions for high school students from Palm Beach County public schools.
* To produce a Human Relations video.
* To conduct a golf tournament for the purpose of fund raising.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Human Relations Camps	2	2	4
Number of Human Relations mini-camps in Palm Beach County Public Schools	0	3	6

DEPARTMENT: EQUAL OPPORTUNITY **ORGANIZATION: HANDICAPPED PARKING ENFORCEMENT**

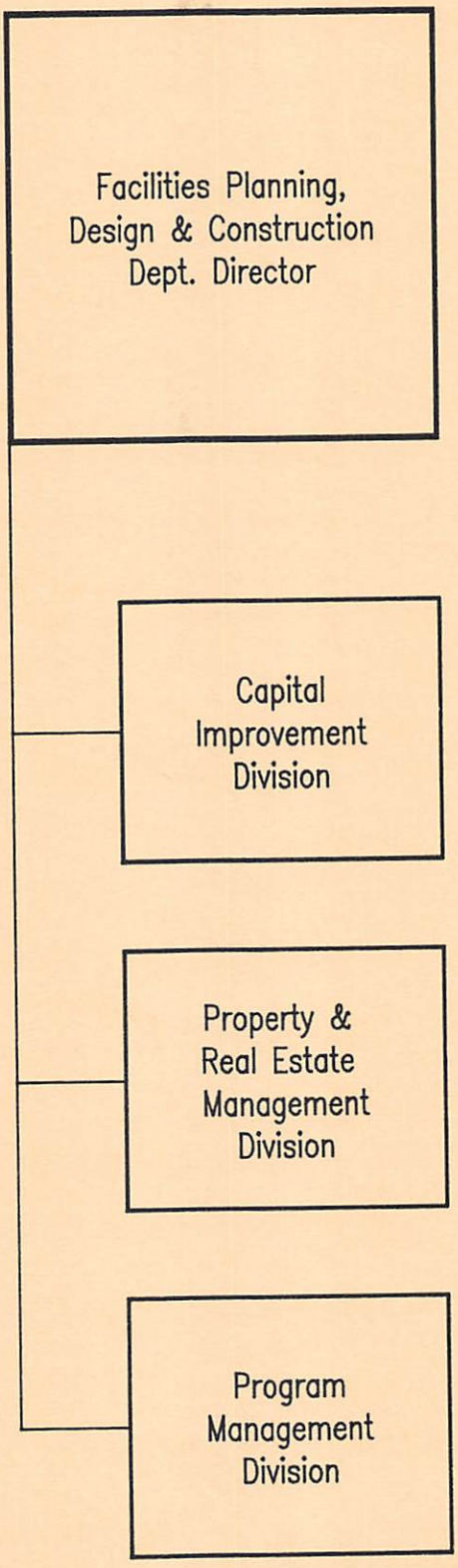
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fines & Forfeitures	44,186	60,000	35,000	50,000
Interest Revenues	5,783	5,000	4,000	3,500
Interfund Transfers	-	47,000	47,000	-
Fund Balance	107,731	69,949	85,279	73,777
TOTAL	157,701	181,949	171,279	127,277
APPROPRIATIONS				
Personal Services	30,621	34,501	34,501	36,297
Operating Expenses	39,393	63,995	58,201	58,105
Non-Operating	-	83,453	4,800	32,875
TOTAL	70,014	181,949	97,502	127,277
POSITIONS	2	1	1	1
FULL TIME EQUIVALENTS	1.75	1.00	1.00	1.00

FUNCTION:
Handicapped Accessibility Program is responsible for implementing and monitoring the Handicapped Awareness Grant Program of the Office of Equal Opportunity. Through an active involvement with various organizations throughout Palm Beach County, this program provides information, referral services and guidance in addressing the issues faced by the disabled with respect to equal accessibility and equal opportunity. Also, this program will be responsible for investigating ADA accessibility complaints on a countywide basis.

GOALS AND OBJECTIVES FOR 1993-94:
* To increase the awareness of the general public as to the rights and abilities of disabled persons through awareness programs, ADA presentations, special events and publications.
* To promote greater physical accessibility to programs and services throughout Palm Beach County.
* To promote integration and equal opportunity of disabled persons in schools, the work place, recreational settings, residential opportunities and general aspects of community accessibility.
* To provide information and referral services to the community at large as well as disabled people.
* To make Palm Beach County more accessible through the OEO complaint procedure.
* To promote career and vocational opportunities for people with disabilities, by making sure that the disabled are not discriminated against in Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of disability awareness grant contracts monitored	11	10	10
Dollar amount of disability awareness grants monitored	40,000	40,000	40,000
Number of public/professional awareness outreach effects conducted	31	40	60
Number of facilities in Palm Beach Count surveyed for disability barriers	23	50	75
Number of information and refferals	227	300	350
Investigate ADA complaints	0	5	20

Facilities Planning, Design & Construction Department


Facilities Planning, Design & Construction Dept. Director
Capital Improvement Division
Property & Real Estate Management Division
Program Management Division

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: FAC., PLAN., DESIGN & CONST.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	63,830	-	-	-
Inter-Departmental Charges	884,760	808,418	843,448	905,303
TOTAL	948,590	808,418	843,448	905,303
APPROPRIATIONS				
Personal Services	2,268,676	2,303,601	2,303,974	2,212,371
Operating Expenses	473,690	615,299	521,515	452,951
Capital Outlay	-	2,450	2,450	1,450
Non-Operating	-355,856	-472,607	-512,685	-341,429
TOTAL	2,386,510	2,448,743	2,315,254	2,325,343
POSITIONS	53	46	47	41
FULL TIME EQUIVALENTS	52.50	45.50	46.50	40.13

BUDGET NARRATIVE:

The Facilities Planning, Design & Construction Department is responsible for real property transactions and the planning, design and construction of all public facilities under the jurisdiction of the Board of County Commissioners with the exception of Roadway and Utility projects. The scope of the Department's responsibilities include:

- Real property acquisitions/dispositions/exchanges for all Palm Beach County Departments, Agencies, and Constitutional Officers.
- Management of all County-owned unimproved property and unoccupied improved property.
- Negotiating leases of County-owned real estate and leases for space required by the County from private sources.
- Providing a full range of professional architectural and Engineering services including design, interiors, and project management directed at ensuring the best possible quality for all County facilities.
- Annual update of short and long-term space requirements of all Palm Beach County Departments, Agencies and Constitutional Officers.
- Development and maintenance of a long-term strategic facility plan.
- Acting as the County's representative during the programming, design and construction of the new judicial center.

DEPARTMENT: FAC., PLAN., DESIGN & CONST. **ORGANIZATION: ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	222,851	229,811	220,860	224,977
Operating Expenses	48,735	54,712	28,058	52,548
Capital Outlay	-	1,450	1,450	1,450
TOTAL	271,586	285,973	250,368	278,975
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	4.50	4.50	4.50	4.13

FUNCTION:
This Office is in charge of overall supervision and coordination of the three FPD&C divisions. Additionally, Administration is responsible for short and long-term strategic space planning for all County facilities in accordance with Palm Beach County's Comprehensive Plan, Master Space Surveys and other space planning projects. Review and monitoring of all facility-related capital improvement activity is achieved at the department level through project work authorizations and recommendations to capital budget. Administration also oversees BCC Agenda items, policies and procedures, operation budgets and miscellaneous special projects for the Department.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide day to day administration of the Department and facilitate coordination between divisions to ensure timely and efficient completion of projects.
* To continue to review and revise short and long term space requirements for all County agencies. To identify the impact of program changes and economic conditions to future county space needs. To provide a strategic facility plan for accommodating all space requirements in accordance with the Comprehensive Plan.
* To provide a comprehensive program for identification and implementation of facility-related capital projects from the planning and budgetary stages through land acquisition and construction. To familiarize user agencies with this process and coordinate all activities to assure maximum utilization of resources.
* To oversee and monitor the implementation of Americans with Disabilities Act accessibility requirements in County facilities.

DEPARTMENT: FAC., PLAN., DESIGN & CONSTORGANIZATION: CAPITAL IMPROVEMENTS DIVISION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	845,195	750,000	750,000	795,105
TOTAL	845,195	750,000	750,000	795,105
APPROPRIATIONS				
Personal Services	1,082,431	975,053	965,857	999,255
Operating Expenses	97,845	162,802	160,802	66,794
Capital Outlay	-	1,000	1,000	-
TOTAL	1,180,276	1,138,855	1,127,659	1,066,049
POSITIONS	25	19	19	17
FULL TIME EQUIVALENTS	25.00	19.00	19.00	17.00

FUNCTION:
To provide a full range of professional architectural, engineering, contract and management services directed toward insuring the highest possible quality in the design and construction of all capital facility improvement projects.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to improve the capital project implementation process through program management techniques and enhanced communication/coordination with user agencies and other county, governmental and regulatory entities, as well as the private sector.
* To implement County policies with regard to new Federal Americans with Disabilities Act accessibility regulations.
* To develop County standards for new facility development to ensure cost effective construction and maintenance over the lifetime of the building.
* To establish a Job Order Contracting System for the more efficient implementation of minor construction projects.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of construction inspections	1,753	1,161	1,450
Dollar amount of construction invoices processed	13,215,095	9,650,000	12,000,000
Number of consultant agreements	176	137	125
Dollar value of consultant agreements executed	1,925,019	1,500,000	1,200,000
Number of project reviews completed by staff	116	89	45
Number of design projects completed by staff	46	24	10
Dollar value of design projects completed by staff	1,568,200	1,800,000	125,000
Number of invoices for professional services processed annually	456	252	250

DEPARTMENT: FAC., PLAN., DESIGN & CONST. ORGANIZATION: JUDICIAL CTR. PROG. MGMT.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	205,527	238,921	283,170	339,501
Operating Expenses	1,741	1,778	1,578	1,928
Non-Operating	-182,802	-240,699	-284,748	-341,429
TOTAL	24,466	-	-	-
POSITIONS	4	4	5	6
FULL TIME EQUIVALENTS	4.00	4.00	5.00	6.00

FUNCTION:
The Judicial Center Program Management Division acts as the Owner representative with respect to rendering decisions, approvals and processing of approvals to the BCC during the programming, design and construction phases of the Judicial Facilities Program. Included in that scope is establishing a management system by which Palm Beach County can provide information, guidance and direction to the Program Manager for proper disbursement to all involved project entities. Responsibilities include monitoring compliance with project schedule requirements and maintaining progress to those established schedules; insuring that the most cost efficient construction occurs through prudent and extensive review of recommended changes and resolution of contractor claims; insisting on property quality assurance from the project team; and insuring that Palm Beach County's requirements and interest are met and protected throughout the project duration.

GOALS AND OBJECTIVES FOR 1993-94:
* To facilitate meetings between the project manager and contractor to resolve outstanding claims and issues.
* To maintain the detailed stringent review of any proposed change orders.
* To strive to instill proper approach and program for construction quality.
* To maintain the project on budget, insure quality construction and continually push for schedule compliance.
* To provide coordination and assistance during the occupancy phase of the new facilities.

DEPARTMENT: FAC., PLAN., DESIGN & CONST. ORGANIZATION: DETENTION FAC. PROG. MGMT.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	205,557	221,102	220,990	-
Operating Expenses	7,409	10,806	6,947	-
Non-Operating	-173,054	-231,908	-227,937	-
TOTAL	39,912	-	-	-
POSITIONS	4	4	4	-
FULL TIME EQUIVALENTS	4.00	4.00	4.00	-

FUNCTION:

The Detention Facilities Program Management Division acts as the owner representative with respect to rendering decisions, approvals, and processing of approvals to the Board of County Commissioners during the programming, design and construction phases of Palm Beach County's $113,761,000 improvement and renovation program. Projects include the Main Jail and Sheriff's Administrative Complex at Gun Club Road, the Belle Glade Facility, and a Juvenile Pre-trial Facility to be located at the Stockade. Responsibilities include negotiating, modifying and monitoring of Consultant Project Manager/Design professional contracts to insure performance, budget, and scheduled milestones are met. Implementation and management of Detention Facilities Sales Tax exemption program related to owner-furnished materials and equipment. Interface with user groups, media and pertinent governmental agencies in accomplishing program goals. This Division will be eliminated effective October 1, 1993, with the remaining Detention Projects (Belle Glade Jail, Juvenile Facility) being implemented by the Capital Improvements Division.

DEPARTMENT: FAC., PLAN., DESIGN & CONST. ORGANIZATION: PROP. AND REAL ESTATE MGMT.

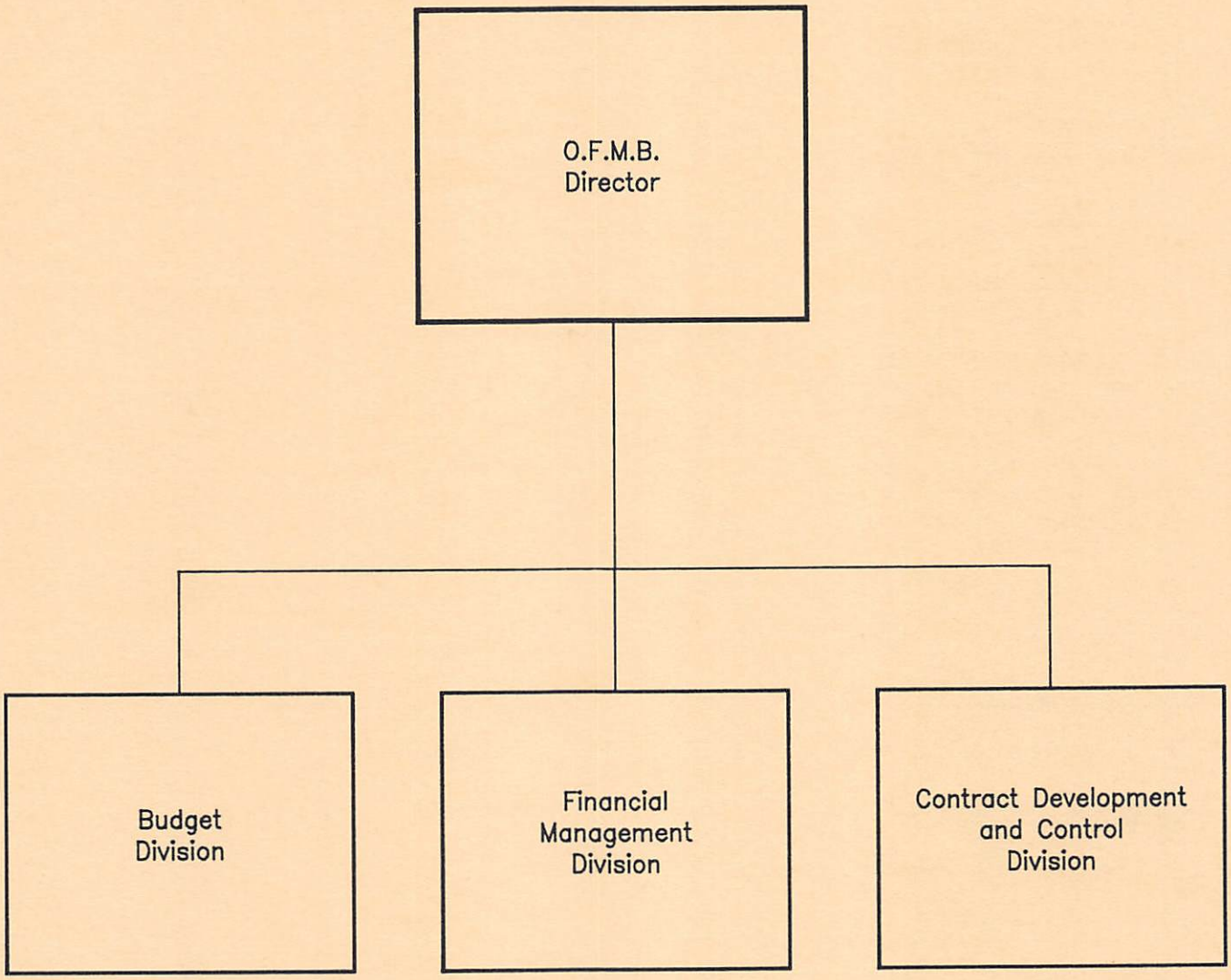
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	63,830	-	-	-
Inter-Departmental Charges	39,565	58,418	93,448	110,198
TOTAL	103,395	58,418	93,448	110,198
APPROPRIATIONS				
Personal Services	552,310	638,714	613,097	648,638
Operating Expenses	317,960	385,201	324,130	331,681
TOTAL	870,270	1,023,915	937,227	980,319
POSITIONS	15	14	14	13
FULL TIME EQUIVALENTS	15.00	14.00	14.00	13.00

FUNCTION:
To provide a full range of professional real estate services including acquisition, disposition, civic site monitoring, property management and lease management services in conformance with the County's short and long-term strategic plans and the Comprehensive Plan.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue implementation of the Real Estate Disposition Program to generate revenues from the sale of surplus properties.
* To implement computerized information management systems for County-owned real estate and leases.
* To increasingly provide for the County's real estate needs by obtaining sites through the zoning/land development process.
* To continue to move from leased facilities into County-owned facilities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of real estate agenda items submitted or reviewed	80	96	70
Number of PUD or zoning petitions reviewed	25	33	25
Number of site inspections	600	633	688
Number of easements granted or received	9	36	20
Number of properties acquired (purchased dedicated or long-term lease)	6	20	7
Number of surplus/civic site properties sold/cashed out	11	14	15
Number of new leases/lease renewals	19	23	10
Number of leases cancelled/terminated or allowed to expire	16	11	16

Financial Management & Budget Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: FINANCIAL MANAGEMENT & BUDGET

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	66,414	60,000	66,414
TOTAL	-	66,414	60,000	66,414
APPROPRIATIONS				
Personal Services	1,696,899	1,895,781	1,860,925	1,925,881
Operating Expenses	278,230	357,117	314,044	325,848
Capital Outlay	4,285	4,500	3,850	5,500
TOTAL	1,979,414	2,257,398	2,178,819	2,257,229
POSITIONS	34	34	34	32
FULL TIME EQUIVALENTS	34.00	34.00	34.00	32.00

BUDGET NARRATIVE:

The Office of Financial Management and Budget (OFMB) functions as the financial manager of the County Administrator and County Commission. Making certain the funds are available for the County to implement its programs is the primary role of the Department. OFMB is specifically concerned with the functions of budgeting, program evaluation, BCC agenda review, management, automation, performance measurement and capital generation for capital improvement programs. In addition, the Department prepares a variety of management reports and responds to ad hoc requests for research and analysis.

The following Divisions are organized under the Office of Financial Management and Budget:

Administration

Financial Management Division

Budget Division

Contract Development and Control

DEPARTMENT: FINANCIAL MANAGEMENT & BUDGET ORGANIZATION: CONTRACT DEV. AND CONTROL

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	268,289	276,246	279,783	294,618
Operating Expenses	17,109	25,872	20,325	23,495
TOTAL	285,398	302,118	300,108	318,113
POSITIONS	6	6	6	6
FULL TIME EQUIVALENTS	6.00	6.00	6.00	6.00

FUNCTION:

The Contract Development and Control Division serves as the central clearinghouse for coordinating all formal contracts for the Board of County Commissioners. Responsibilities include coordinating and assigning contract monitoring and administration to user agencies, overview and establishment of procedures to administer contracts, maintaining contract registers and assisting in the negotiation, drafting, assembly, review and administration of contract documents. This Division develops standardized contracts and facilitates the initiation, completion and approval of the contract process which includes involvement in the front end of all contract/RFP preparation matters. The Division provides final review of all contract documents entered into by the Board of County Commissioners. Contract Development and Control also reports to the Board of County Commissioners on a monthly basis the status of change orders/Task authorizations for the County in relation to existing contracts.

GOALS AND OBJECTIVES FOR 1993-94:

* To conduct on-site workshops for County departments to provide information and training concerning State and County contract policies and procedures as well as general information on established contract administration and negotiation methods.
* To maintain on-site visits to user departments to provide assistance in their day-to-day administrative problems and aid in revising their existing procedures for monitoring contracts.
* To update and expand a listing of primary contact persons in each user department who would be responsible for maintaining contract data and related activities within departments.
* To critically scrutinize contracts to verify compliance with MBE/WBE policies as mandated by County Ordinance 91-34.
* To prepare a contract review checklist for departments to complete and submit to CDC with agenda items in relation to contracts.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Cost/Contract Reviewed Processed	490	495	495
Number of contracts reviewed and processed	578	610	635
Number of agenda items reviewed	1,413	1,485	1,545
Number of change orders reviewed and processed	806	850	880
Total $ value contracts reviewed and processed (millions)	88.0	92.0	95.7

DEPARTMENT: FINANCIAL MANAGEMENT & BUDGET ORGANIZATION: FINANCIAL MANAGEMENT DIV.

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	361,017	334,529	279,624	284,509
Operating Expenses	6,918	14,111	6,216	14,124
Capital Outlay	2,225	1,500	850	1,500
TOTAL	370,160	350,140	286,690	300,133
POSITIONS	6	5	5	5
FULL TIME EQUIVALENTS	6.00	5.00	5.00	5.00

FUNCTION:

Financial Management provides financial planning and advisory services in support of operations under the control of the Board of County Commissioners. Financial Management undertakes a number of financial management projects including analysis of revenue options; analysis of user fee revenues and associated costs; research and development of alternative revenue sources; periodic monitoring and reporting of County revenues; preparation of six year forecast of revenues for annual operating and capital budgets; preparation and monitoring of annual debt service budget; analysis and studies in support of special tasks force appointed by the Mini Grace Steering Committee; devlopment of policies and procedures in a variety of financial areas; and various other studies as directed by the Board and the County Administration. Financial Management coordinates the OFMB review of Board Agenda items and is responsible for the preparation of the Six Year Capital Improvement Program and the Capital Element of the County's Comprehensive Plan. Financial Management researches alternative financial proposals and makes recommendations to the Board for the financing of capital projects.

GOALS AND OBJECTIVES FOR 1993-94:

* To coordinate, along with Engineering, the activities of the Capital Project Management Committee and prepare quarterly reports on the status and percentage completion for capital projects in the Capital Improvement Program.
* To develop the Six Year Capital Improvement Program for Fiscal Years 1994-1999.
* To amend the Capital Element of the Comprehensive Plan in conjunction with the Board's approval of the Capital Improvement Program and the annual operating and Capital Budget.
* To continue to identify and implement new revenue sources.
* To provide financial management and analysis as directed by the Board and County Administration.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of agenda items reviewed	2,313	2,100	2,000
Number of special projects completed	207	240	230
Cost to develop the Capital Improvement Program	$34,000	$40,000	$40,000
Cost to monitor/update capital element of the Comprehensive Plan	$20,000	$20,000	$20,000

DEPARTMENT: FINANCIAL MANAGEMENT & BUDGET **ORGANIZATION: ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	66,414	60,000	66,414
TOTAL	-	66,414	60,000	66,414
APPROPRIATIONS				
Personal Services	294,619	366,551	359,716	400,862
Operating Expenses	126,415	160,458	137,297	137,268
TOTAL	421,034	527,009	497,013	538,130
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

FUNCTION:
Administration supervises the activities of the three divisions organized under the Department. The Office of Financial Management and Budget provides financial planning and advice to operations under the Board of County Commissioners; makes recommendations to Administration and the Board of County Commissioners relative to fiscal policy and operations; reviews and monitors formal contracts.

GOALS AND OBJECTIVES FOR 1993-94:
* To identify under-utilized revenue sources which are available to the County.
* To develop additional new non-ad valorem revenue sources with appropriate ordinances.
* To continue to conduct operational and financial reviews of county departments.
* To review and assess the Impact Fee rates and structures and present proposed revisions to the BCC.
* To develop a state-of-the-art automated budget system that will result in efficiencies in preparation and administration of the County budget.
* To develop a quarterly reporting system on the status of Capital Projects.
* To prepare amendments to the Capital Element of the Comprehensive Plan which reflects revisions in revenue and expenditure estimates and is consistent with FY 1993-94 Budget.
* To develop a contract compliance "audit guide" and formulate compliance procedures.
* To assist departments in contract negotiation activities.

DEPARTMENT: FINANCIAL MANAGEMENT & BUDGET **ORGANIZATION: BUDGET**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	772,974	918,455	941,802	945,892
Operating Expenses	127,787	156,676	150,206	150,961
Capital Outlay	2,060	3,000	3,000	4,000
TOTAL	902,821	1,078,131	1,095,008	1,100,853
POSITIONS	17	18	18	16
FULL TIME EQUIVALENTS	17.00	18.00	18.00	16.00

FUNCTION:
The Budget Division prepares and administers the County's annual budget in accordance with applicable laws, statutes and policies of the Board of County Commissioners. This Division also provides assistance to the Board, County Administrator and operating Departments by reviewing, analyzing and reporting on County fiscal and management concerns and develops, monitors and reports upon departmental performance measures. The Budget Division also conducts reviews of County departments to evaluate program economy and efficiency and to determine the extent that desired program results are being achieved. Further roles are to monitor compliance with external audit recommendations, review agenda items for fiscal impact and to provide a technical resource for researching ad hoc management issues.

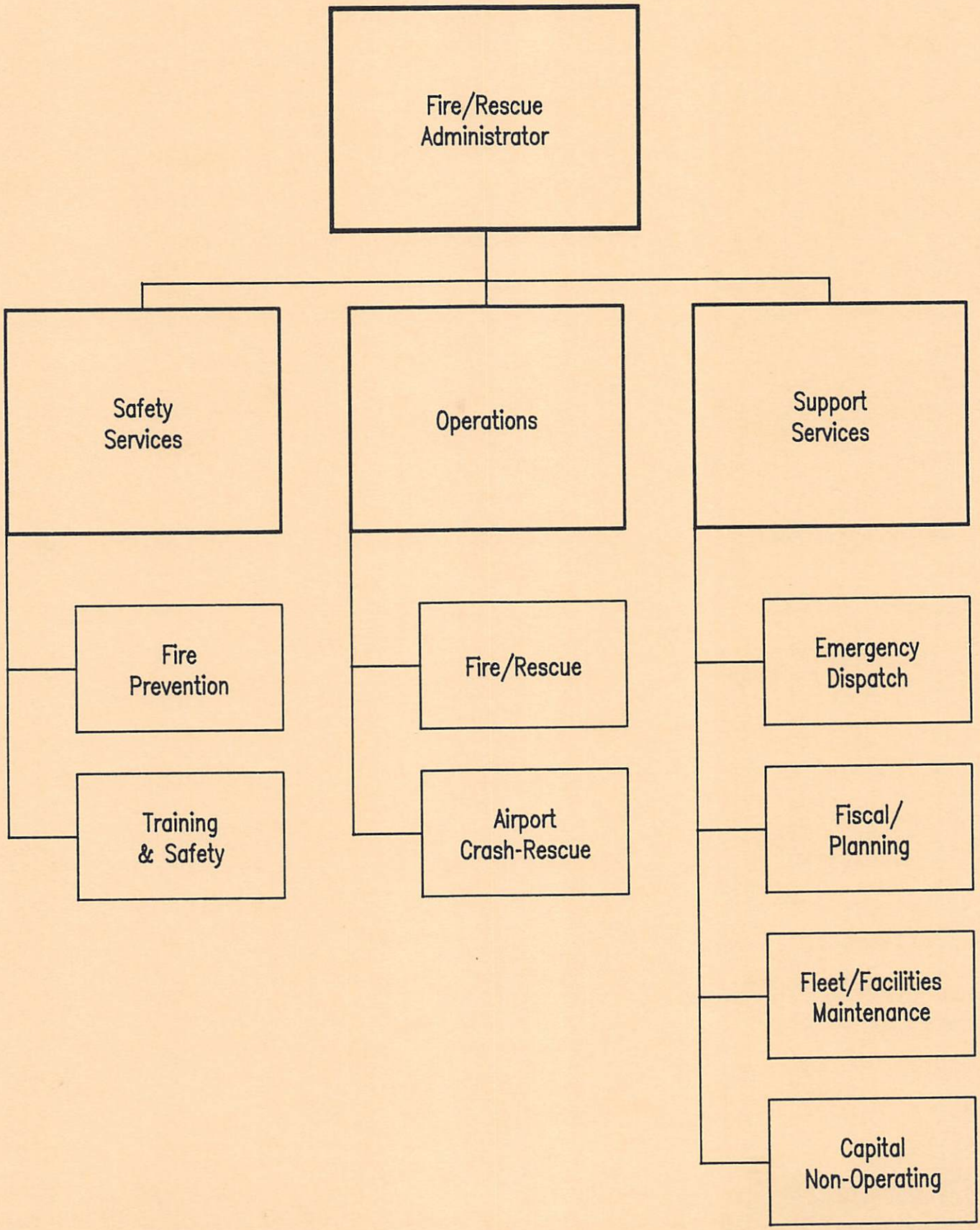
GOALS AND OBJECTIVES FOR 1993-94:
* To prepare, submit and maintain the Budget in accordance with applicable laws and policies of the Board of County Commissioners.
* To monitor the financial operational status for all divisions on a quarterly basis and issue a quarterly report to the Board of County Commissioners, Administration, County departments and the public.
* To earn the GFOA Award for Distinguished Budget Presentation by publishing a document that meets program criteria as a policy document, as a financial plan, as an operational plan and as a communication medium.
* To provide financial and budgetary assistance to operating Departments.
* To develop a state-of-the-art automated budget system that will result in efficiencies in preparation and administration of the County annual budget at all levels within the organization.
* To review all agenda items and inform the Board of County Commissioners of the fiscal impact associated with the items.
* To continue to expand County comparisons to include unique operational differences.
* To complete 12 management studies from the annual work plan.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of budget actions processed	1,064	1,000	1,000
Number of management studies initiated	10	12	12
Number of budget availability statements generated.	962	1,000	1,000
Number of special projects initiated	88	80	80

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

Fire/Rescue Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: FIRE RESCUE

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	42,500	-	10,000	-
Other Intergovt'l Revenue	5,161	4,000	5,877	5,000
Firefighters Supplemental Comp	64,821	41,300	51,000	51,000
Fire Protection Services	3,122,306	3,274,529	3,286,984	3,319,412
Fire Protection-Municipalities	2,219,807	2,598,397	2,598,397	88,693
Fire Plan Review Fees	278,894	220,000	185,000	220,000
Emergency Service Fees	489,784	571,066	629,337	1,008,721
Other Charges for Services	96,594	153,000	103,000	103,000
Interest Revenues	853,882	673,305	627,756	731,249
Inter-Departmental Charges	830,484	809,826	809,826	870,377
Miscellaneous Revenues	76,075	40,000	63,660	427,622
Interfund Transfers	87,672	-	55,320	65,000
Excess Fees-Property Appraiser	13,452	15,000	15,000	15,000
Excess Fees-Tax Collector	507,018	346,500	346,500	335,000
Fund Balance	5,705,996	3,667,539	5,017,493	5,510,585
TOTAL	14,394,451	12,414,462	13,805,150	12,750,659
APPROPRIATIONS				
Personal Services	42,228,509	46,072,268	45,350,524	49,939,822
Operating Expenses	7,949,361	10,450,841	9,447,567	10,268,825
Capital Outlay	1,462,842	1,697,065	1,040,863	2,267,297
Debt Service	51,689	51,516	51,446	34,960
Non-Operating	1,772,505	3,721,679	1,376,679	5,087,151
TOTAL	53,464,908	61,993,369	57,267,079	67,598,055
POSITIONS	763	817	816	809
FULL TIME EQUIVALENTS	763.00	817.00	816.00	809.00

BUDGET NARRATIVE:

The Palm Beach County Fire/Rescue Department was created by State law in 1984 to provide fire and emergency medical services to portions of the unincorporated and select municipal areas of Palm Beach County. As amended in 1991, these areas are designated within two Municipal Service Taxing Units (MSTU's) which were created to fund this service. They cover 2,000 square miles and provide services to approximately 458,000 residents throughout the County.

In addition to providing fire suppression and emergency medical (Advanced Life Support) services, Palm Beach County Fire/Rescue provides a number of other services related to protecting the lives and property of its citizens.

The prevention of fire before it starts is of paramount importance in effectively protecting life and property. Public education, annual inspection of businesses and ensuring strict code compliance on newly constructed buildings are all methods utilized by Palm Beach County Fire/Rescue to reduce the number of fire incidents.

DEPARTMENT: FIRE RESCUE **ORGANIZATION: ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Intergovt'l Revenue	3,870	4,000	5,877	5,000
Firefighters Supplemental Comp	2,970	4,200	3,000	3,000
Fire Protection Services	171,431	40,000	52,455	40,000
Fire Protection-Municipalities	2,219,807	2,598,397	2,598,397	88,693
Emergency Service Fees	-	-	68,750	275,000
Other Charges for Services	90,380	150,000	100,000	100,000
Interest Revenues	833,278	659,546	608,546	723,224
Miscellaneous Revenues	65,794	38,000	38,000	45,000
Excess Fees-Property Appraiser	13,442	15,000	15,000	15,000
Excess Fees-Tax Collector	502,908	346,500	346,500	335,000
Fund Balance	5,465,790	3,397,791	4,633,462	5,270,337
TOTAL	9,369,672	7,253,434	8,469,987	6,900,254
APPROPRIATIONS				
Personal Services	165,853	914,924	908,788	963,779
Operating Expenses	3,414,289	4,917,161	4,670,265	4,379,841
Capital Outlay	18,358	3,200	3,077	-
Debt Service	-	6,960	6,925	3,480
Non-Operating	-67,484	-174,720	-174,720	-182,508
TOTAL	3,531,017	5,667,525	5,414,335	5,164,592
POSITIONS	16	16	16	16
FULL TIME EQUIVALENTS	16.00	16.00	16.00	16.00

FUNCTION:
The Administrative/Fiscal Division of the Fire-Rescue Department provides management and administrative support functions for the smooth delivery of fire protection and emergency medical services to the unincorporated areas of the County. The functions included in Administration are Purchasing, Budget, Payroll, Personnel, Planning, Policy Development, Fixed Assets and Public Information.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop statistical reports on the new integrated computer system to analyze areas with the goal of improving service delivery.
* To test, establish list, and promote qualified Lieutenant and Captain candidates.
* To implement payroll and personnel software for automating these functions and linking to general County system.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of department receivers processed	3,665	2,876	3,000

DEPARTMENT: FIRE RESCUE **ORGANIZATION: FLEET & FACILITIES MAINT SECTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Firefighters Supplemental Comp	220	-	-	-
Miscellaneous Revenues	787	1,000	500	400
TOTAL	1,007	1,000	500	400
APPROPRIATIONS				
Personal Services	2,105,609	1,498,278	1,492,737	1,644,674
Operating Expenses	667,162	247,255	256,179	253,166
Capital Outlay	21,869	-	-	-
Debt Service	6,923	-	-	-
Non-Operating	-153,243	-78,725	-78,725	-84,864
TOTAL	2,648,321	1,666,808	1,670,191	1,812,976
POSITIONS	25	25	25	25
FULL TIME EQUIVALENTS	25.00	25.00	25.00	25.00

FUNCTION:
The Fleet-Facilities Maintenance Section is composed of vehicle maintenance, station maintenance, warehousing and equipment testing. These maintenance functions ensure the 24-hour operation of all emergency apparatus and equipment as well as maintaining all Fire/Rescue facilities.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide all necessary repairs to vehicles and apparatus.
* To provide all necessary repairs to buildings and fire stations.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Vehicle & equipment repair orders completed	7,360	6,096	6,500
Building work orders completed	762	712	750
Communications equipment work orders completed	1,159	1,496	1,500

DEPARTMENT: FIRE RESCUE **ORGANIZATION: EMERGENCY DISPATCH**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	830,484	809,826	809,826	870,377
TOTAL	830,484	809,826	809,826	870,377
APPROPRIATIONS				
Personal Services	1,802,939	1,963,546	1,877,943	2,105,038
Operating Expenses	376,798	803,029	698,587	735,670
Capital Outlay	349,521	125,000	82,918	249,441
Non-Operating	-68,932	-61,201	-61,201	-76,408
TOTAL	2,460,326	2,830,374	2,598,247	3,013,741
POSITIONS	44	45	45	45
FULL TIME EQUIVALENTS	44.00	45.00	45.00	45.00

FUNCTION:
The Emergency Dispatch Division is composed of the Alarm Office, Computer System Development/Maintenance and Tele-Communication Repair. The Alarm Office provides the initial contact with the citizen, dispatching appropriate units and linking paramedics in the field with emergency room physicians. The tele-communications functions ensure the 24-hour operation of all telephone, radio and computer equipment.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain a two minute average dispatch handling time (time emergency call is received at the Alarm Office to the time an emergency unit is dispatched).
* To repair radio, telephone or other communication equipment.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Fire/Rescue calls	43,926	46,252	48,000
Number of EMS/Ambulance calls	68,025	74,248	75,000
Average dispatch handling time for "E"-calls and Priority 1"s	1:41	1:36	1:40

DEPARTMENT: FIRE RESCUE **ORGANIZATION: TRAINING AND SAFETY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Firefighters Supplemental Comp	1,400	1,300	1,300	1,300
Other Charges for Services	92	-	-	-
Miscellaneous Revenues	457	-	-	-
Interfund Transfers	45,172	-	55,320	65,000
TOTAL	47,121	1,300	56,620	66,300
APPROPRIATIONS				
Personal Services	457,142	487,776	490,655	517,171
Operating Expenses	447,401	292,144	271,879	352,716
Capital Outlay	40,060	2,500	50,700	-
Debt Service	6,923	6,960	6,925	3,480
Non-Operating	-2,805	-	-	-
TOTAL	948,721	789,380	820,159	873,367
POSITIONS	8	8	8	8
FULL TIME EQUIVALENTS	8.00	8.00	8.00	8.00

FUNCTION:
The Training and Safety Division provides in-service training for all firefighters and paramedics as well as other training needs for 809 personnel.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide fire suppression and EMS training.
* To provide training to instructors.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of contact hours of training provided	111,795	99,264	110,000
Total instructor hours of training provided	3,106	2,916	3,000

DEPARTMENT: FIRE RESCUE **ORGANIZATION: EMERGENCY SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Intergovt'l Revenue	1,291	-	-	-
Firefighters Supplemental Comp	53,311	31,100	42,000	42,000
Emergency Service Fees	489,784	571,066	560,587	733,721
Other Charges for Services	6,122	3,000	3,000	3,000
Miscellaneous Revenues	6,070	-	884	381,222
TOTAL	556,580	605,166	606,471	1,159,943
APPROPRIATIONS				
Personal Services	33,291,132	36,633,810	35,989,126	39,843,473
Operating Expenses	2,431,312	3,428,582	2,884,392	3,715,285
Capital Outlay	981,543	1,352,770	701,668	1,994,656
Debt Service	37,843	37,596	37,596	28,000
Non-Operating	-134,588	-123,650	-123,650	-110,540
TOTAL	36,607,242	41,329,108	39,489,132	45,470,874
POSITIONS	597	651	651	644
FULL TIME EQUIVALENTS	597.00	651.00	651.00	644.00

FUNCTION:
The Emergency Services Division provides fire suppression and emergency medical services to a population of about 440,000 covering approximately 550 square miles. These essential life safety services are provided from 25 fire station locations throughout the MSTU.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain five minute average travel time to all emergency calls in the coastal MSTU.
* To maintain an average daily staffing level that is at least 95% of our minimum level (141).
* To respond to 90% of emergency calls in less than 8 minutes.
* To maintain an average "turnout time" (dispatched to enroute time) of less than 1 minute 30 seconds for all emergency responses.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Travel time for emergency calls from dispatch to arrival	4:35	4:32	4:40
Percentage of calls responded to in excess of eight minutes	5.9	4.9	5.4
Number of fire calls	11,787	10,860	11,500
Number of rescue calls	32,551	35,068	37,000
Number of plans reviewed	3,675	3,988	4,200
Average daily staffing level	135	137	135
Dollar loss due to fire	n/a	5,000,000	6,000,000

DEPARTMENT: FIRE RESCUE **ORGANIZATION: FIRE PREVENTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	42,500	-	10,000	-
Firefighters Supplemental Comp	6,920	4,700	4,700	4,700
Fire Plan Review Fees	278,894	220,000	185,000	220,000
Interest Revenues	1,546	-	-	-
Miscellaneous Revenues	2,909	1,000	24,276	1,000
Interfund Transfers	42,500	-	-	-
Fund Balance	3,969	87,820	87,497	5,056
TOTAL	379,239	313,520	311,473	230,756
APPROPRIATIONS				
Personal Services	1,951,533	1,973,220	1,973,419	2,106,979
Operating Expenses	208,011	239,197	216,355	248,395
Capital Outlay	51,490	168,595	167,500	3,200
Non-Operating	-19,332	-20,676	-20,676	-20,538
TOTAL	2,191,702	2,360,336	2,336,598	2,338,036
POSITIONS	34	33	32	32
FULL TIME EQUIVALENTS	34.00	33.00	32.00	32.00

FUNCTION:
The Fire Prevention Bureau is comprised of four sections: Code Enforcement, Investigations, Public Education and Plans Review. It is the responsibility of the Fire Prevention Bureau to enforce the fire code in new and existing buildings, investigate the cause and origin of fires, and educate the public on fire safety and health risks.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide public education.
* To inspect commercial and multi-family dwellings for adherence to fire code.
* To investigate suspicious fires or fires of undetermined origin.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of person contact hours of public education	306,570	379,752	380,000
Number of inspections completed	17,778	16,364	17,000
Number of fires investigated	532	512	520

DEPARTMENT: FIRE RESCUE **ORGANIZATION: FIRE/RESCUE RESERVES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	1,772,505	3,673,679	1,376,679	5,024,151
TOTAL	1,772,505	3,673,679	1,376,679	5,024,151

BUDGET COMMENT:
Included in this category are various operating reserves and transfers not related to any specific organization. Following is a listing of these reserves and the amounts budgeted for 1993-94.

Reserve for Contingency	$ 969,995
Reserve for Donations	34,000
Reserve for Balances Forward	2,522,131
Transfer to Debt Service	1,022,775
Transfer to Capital Projects	475,250
Total	$5,024,151

DEPARTMENT: FIRE RESCUE **ORGANIZATION: GLADES REGIONAL MSTU**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	7,071	13,759	9,210	8,025
Excess Fees-Property Appraiser	10	-	-	-
Excess Fees-Tax Collector	4,110	-	-	-
Fund Balance	17,476	126,456	139,980	44,173
TOTAL	28,667	140,215	149,190	52,198
APPROPRIATIONS				
Personal Services	73,597	78,650	73,983	80,167
Operating Expenses	197,149	237,539	230,722	303,085
Capital Outlay	-	45,000	35,000	20,000
Non-Operating	8,815	24,969	11,969	26,635
TOTAL	279,561	386,158	351,674	429,887
POSITIONS	1	1	1	1
FULL TIME EQUIVALENTS	1.00	1.00	1.00	1.00

FUNCTION:
The Glades Regional Fire/Rescue MSTU provides fire suppression services to a population of approximately 18,000 residents in the unincorporated area west of 20 Mile Bend, including Canal Point.

GOALS AND OBJECTIVES FOR 1993-94:
* To respond to emergency calls in the Glades area.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Glades area calls	54	52	60

DEPARTMENT: FIRE RESCUE **ORGANIZATION: AVIATION BATTALION**

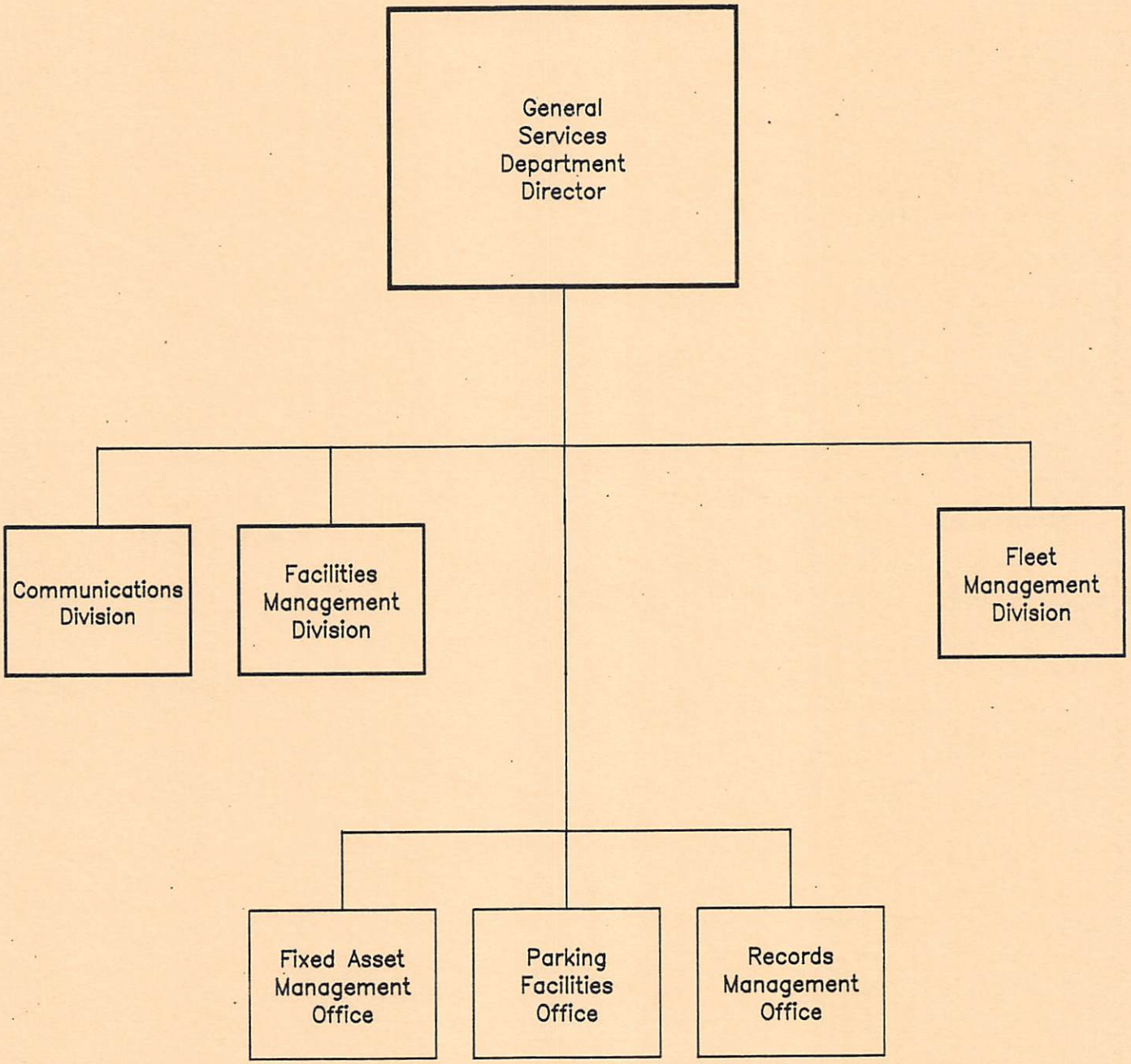
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fire Protection Services	2,950,875	3,234,529	3,234,529	3,279,412
Interest Revenues	11,985	-	10,000	-
Miscellaneous Revenues	56	-	-	-
Fund Balance	218,761	55,472	156,554	191,019
TOTAL	3,181,677	3,290,001	3,401,083	3,470,431
APPROPRIATIONS				
Personal Services	2,380,704	2,522,064	2,543,873	2,678,541
Operating Expenses	207,236	285,934	219,188	280,667
Non-Operating	437,569	482,003	447,003	511,223
TOTAL	3,025,509	3,290,001	3,210,064	3,470,431
POSITIONS	38	38	38	38
FULL TIME EQUIVALENTS	38.00	38.00	38.00	38.00

FUNCTION:
The Aviation Battalion provides crash fire rescue and emergency medical services to the Palm Beach International Airport, the tenants of surrounding properties and the approximate six million passengers that arrive and depart from the airport each year.

GOALS AND OBJECTIVES FOR 1993-94:
* To respond to Aviation fire calls and Aviation medical calls.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of fire calls	1,092	1,180	1,200
Number of rescue calls	388	344	350

General Services Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: GENERAL SERVICES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parking Revenues	698,089	835,086	679,172	850,500
Rental Revenues	184,785	195,476	173,970	155,307
Fines & Forfeitures	525	750	600	600
Interest Revenues	74,851	74,507	97,280	97,300
Inter-Departmental Charges	1,462,235	2,348,846	2,348,846	2,602,271
Miscellaneous Revenues	239,539	108,218	310,362	322,214
Interfund Transfers	-	-	100,000	-
Fund Balance	1,289,603	1,716,517	2,405,526	2,767,449
Fleet Mgmt. Policy Charge	3,253,061	3,395,918	3,150,244	2,885,595
Sale of Gasoline & Lubricants	1,935,811	2,281,642	2,281,642	2,232,283
Fleet Mgmt. Maintenance	4,582,585	5,025,492	4,689,692	4,970,643
TOTAL	13,721,088	15,982,452	16,237,334	16,884,162
APPROPRIATIONS				
Personal Services	11,004,221	11,760,898	11,830,151	12,523,186
Operating Expenses	9,380,069	11,174,427	10,476,378	11,379,846
Capital Outlay	2,367,202	3,539,206	2,552,672	3,835,891
Non-Operating	221,446	1,793,470	536,487	2,196,844
TOTAL	22,972,936	28,268,001	25,395,688	29,935,767
POSITIONS	379	322	320	320
FULL TIME EQUIVALENTS	371.65	316.22	313.85	314.25

BUDGET NARRATIVE:

The General Services Department is responsible for buildings and grounds maintenance, security, communication systems, motor vehicles, purchasing, fixed assets management, records management, parking facilities, and fleet management.

The Facilities Management Div. privatized the painting services, computerized all stockroom inventories, automated performance measures in the computerized maintenance management system, commenced a roof inspection-maintenance program, implemented energy management programs in three major facilities and assumed the responsibility for an additional 400,000 s.f. of building space.

The Communications Div. continued the installation and administration of a 4,000 station centralized telephone system to support County needs downtown. Another four, smaller telephone systems were also installed. Additionally, new fire protection was provided through the installation and technical support of fire alarm systems in new facilities.

The Fleet Management Div. initiated a customer feedback program for equipment repair and enhanced the computerized billing system. Administrative management was restructured/reduced, an automated productivity measurement system was initiated for employees and the less utilized North and South Satellite Shops were closed.

The Fixed Assets Office automated the inventory process and increased performance measures substantially. Warehouse hours were expanded in response to increased activity in surplus assets. The Records Management Section initiated automatic indexing for scheduling departmental records to reduce record search efforts and to identify duplicate record keeping practices. Inventory and purge processes were streamlined through relational progression techniques used by records project managers trained on-site. The Parking Facilities Section completed safety improvements at the 4th Street Law Lot, began signage improvements in the Governmental Garage, and installed information directories in the garage elevators.

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: GENERAL SERVICES ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	198,748	216,377	225,219	150,595
Operating Expenses	18,215	18,062	15,767	18,660
Capital Outlay	-	-	-	-
TOTAL	216,963	234,439	240,986	169,255
POSITIONS	3	3	3	2
FULL TIME EQUIVALENTS	3.00	3.00	3.00	2.00

FUNCTION:
The General Services Administration Division provides operational and administrative direction and control over the Central Service Divisions of Facilities Management, Communications, Purchasing, Fleet Management and the separate functional offices of Parking Facilities, Records Management and Fixed Assets.

GOALS AND OBJECTIVES FOR 1993-94:
* To improve both the quality of services provided and customer/user perception of General Services activities.
* To initiate measures to improve efficiency, promote cost avoidance and cost savings.

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: RECORDS MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	110,448	94,389	95,440	99,865
Operating Expenses	1,303	3,157	3,157	3,126
TOTAL	111,751	97,546	98,597	102,991
POSITIONS	3	2	2	2
FULL TIME EQUIVALENTS	3.00	2.00	2.00	2.00

FUNCTION:
Records Management provides policies, procedures, training, on-site review/inspection, and guidance in meeting compliance with Florida Statutes 119 and 257.36, and Chapters 1-B 24 and 1-B 26. This office also performs research for records retention scheduling, and recommends cost efficient systems improvements.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide basic records management training and create/provide new training in response to changes in statutory requirements.
* To direct and assist in the research/preparation of records schedules and approve all records destruction requests.
* To coordinate the relocation of vital, long-term, and security back-up records to approved storage.
* To serve as a collection/distribution center for information disaster preparedness resources information.
* To provide automated quarterly reporting of compliance in scheduling, disposal, and maintenance of public records.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of training seminars/workshops completed	12	10	10
Number of cubic feet of records in approved central storage	862	600	600
Number of cubic feet of records eliminated through scheduling/disposal	14,514	4,500	6,000
Number of retention schedules completed	43	20	20
Number of departmental service requests	274	150	150

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: COMMUNICATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,185,397	1,329,504	1,317,545	1,479,594
Operating Expenses	1,417,819	1,458,911	1,409,409	1,507,528
Capital Outlay	94,607	128,680	117,440	115,090
TOTAL	2,697,823	2,917,095	2,844,394	3,102,212
POSITIONS	32	33	33	35
FULL TIME EQUIVALENTS	32.00	33.00	33.00	35.00

FUNCTION:
The Division of Communications provides telephone, radio, fire alarm and recording services to departments and agencies under the Board of County Commissioners as well as various Constitutional Officers. The services include, but are not limited to, technical assessments, user needs assessments, development of system and network standards, management of complex reporting systems associated with accounting, inventory and administration of related procurement and contracting activities. The Division's overall responsibility is for the development, installation and ongoing support of cost effective and efficient communication systems and networks.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue the installation and technical support of a centralized, County owned telephone system providing telephone services to the new Courthouse, Governmental Center and the State Attorney/Public Defender buildings.
* To install and provide technical support for a new telephone system at the Airport Centre. The system will provide services to Planning, Zoning & Building and Engineering with future growth anticipated at that site.
* To install and continue technical support of fire alarm systems in additional County facilities, i.e. Criminal Justice complex, new courthouse, SA/PD and other buildings.
* To provide continued technical and administrative support towards the development and installation of a Countywide 800 Mhz "Trunked" radio system.
* To continue the development and support of a Division Local Area Network to support centralized telephone, radio, fire alarm and audio database systems.
* To develop, install and support centralized courtroom recording in the new Courthouse.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of communication work orders processed	1,798	1,575	1,820
Number of trouble reports received	3,439	4,410	3,400
Average number of hours from trouble report to completion - Radio	10.0	13.9	10.0
Average number of hours from trouble report to completion-Fire Alarm/Audio	2.3	3.0	3.0
Average number of hours from trouble report to completion - Telephone	7.1	9.0	8.0
Number of telephones maintained	5,007	4,685	5,300
Number of radios maintained	1,076	1,236	1,225
Number of fire alarm systems maintained	70	73	102

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	601,933	591,550	594,017	610,864
Operating Expenses	85,878	98,158	85,122	93,570
Capital Outlay	12,027	1,500	1,050	-
TOTAL	699,838	691,208	680,189	704,434
POSITIONS	17	14	14	14
FULL TIME EQUIVALENTS	17.00	14.00	14.00	14.00

FUNCTION:
The Administrative Section of the Facilities Management Division is responsible for the fiscal and stores functions, as well as the overall management of the Division's activities. The Division provides building maintenance, repairs, minor renovations, energy management and custodial services in various facilities encompassing 3.8 million square feet of space throughout the County. The Administration Section supervises approximately 200 building operations and maintenance personnel, and provides the contract administration and monitoring of $1M in custodial contracts.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain and/or improve levels of services while assuming the responsibility for new facilities such as the Judicial Center, Airport Centre, Coastal Jail and various branch Libraries.
* To establish countywide policies and procedures for energy management.
* To develop countywide roof inspection and maintenance programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of purchase requisitions processed	3,909	4,233	4,200
Stockroom transactions	12,192	15,000	0
Energy audits completed	23	8	10
Value of service contracts managed ($)	1,010,000	1,258,000	1,270,000

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - CRIM. JUSTICE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	1,462,235	2,348,846	2,348,846	2,602,271
TOTAL	1,462,235	2,348,846	2,348,846	2,602,271
APPROPRIATIONS				
Personal Services	1,133,607	1,649,549	1,665,113	1,965,662
Operating Expenses	347,066	558,233	533,874	623,309
Capital Outlay	3,899	59,550	46,051	29,599
TOTAL	1,484,572	2,267,332	2,245,038	2,618,570
POSITIONS	28	43	41	44
FULL TIME EQUIVALENTS	28.00	43.00	41.00	44.00

FUNCTION:
The Criminal Justice Section is responsible for all scheduled and unscheduled maintenance activities and repairs for approximately one million square feet of buildings within the Criminal Justice Complexes (CJC). This Section is also responsible for meeting operations and maintenance standards necessary to pass State Accreditation.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement computerized preventive maintenance programs in new facilities.
* To review manpower and realign staffing to meet the needs of a 24-hour operation, while operating with a reduced base budget.
* To provide existing levels of maintenance services for an additional 637,000 square feet of buildings at the Coastal Jail and Stockade facilities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Square feet maintained	714,106	1,055,255	1,277,105
Work orders completed	1,174	1,200	1,200
Average number of days to respond to work requests	6	5	5
Average number of days of major equipment downtime	0	5	5
Cost per square foot	2.69	2.57	2.45

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - GOV. CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,031,043	958,979	1,006,963	1,168,768
Operating Expenses	671,583	1,016,529	951,674	1,498,574
Capital Outlay	5,941	6,600	6,600	52,100
TOTAL	1,708,567	1,982,108	1,965,237	2,719,442
POSITIONS	70	23	23	27
FULL TIME EQUIVALENTS	70.00	23.00	23.00	27.00

FUNCTION:
The Governmental Center region is one of three decentralized Facilities Management cost centers. In addition to providing building maintenance and custodial services, this regional unit provides grounds maintenance, service contract admnistration, scheduling and coordinating general use areas and various other facilities management functions.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain and/or improve levels of service while assuming the responsibility for the new Judicial Center facility.
* To implement computerized preventative maintenance in the State Attorney/Public Defender and Judicial Center facilities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Square feet maintained by maintenance	931,580	863,054	1,082,748
Work orders completed by maintenance	4,747	4,300	4,500
Average days response to work requests	13	5	5
Average days of major equipment downtime	20.00	3.00	3.00
Cost per square foot - maintenance	0.91	1.20	1.10
Square feet maintained by custodial	651,608	658,606	1,025,016
Complaints received - custodial	249	240	240
Cost per square foot - custodial	0.58	1.05	1.05

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - SO. REGION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,413,108	1,375,017	1,263,069	1,179,717
Operating Expenses	930,318	1,341,737	930,023	958,993
Capital Outlay	4,836	16,200	16,200	-
TOTAL	2,348,264	2,732,954	2,209,292	2,138,710
POSITIONS	39	31	28	26
FULL TIME EQUIVALENTS	38.50	30.50	27.50	25.50

FUNCTION:
The South Region is one of three decentralized Facilities Management cost centers. In addition to providing building maintenance and custodial services, this regional unit provides grounds and parking lot maintenance, service contract manangement, scheduling and coordinating general use areas, and various other facilites management functions.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement a roof inspection and preventive maintenance program for the South Region.
* To maintain and/or improve levels of service while assuming the responsibility for new facilites such as the Airport Centre, Building 502 and various branch libraries.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Square feet maintained by Maintenance	1,186,254	835,916	953,716
Work orders completed by Maintenance	2,892	2,000	2,000
Average days response to work requests by Maintenance	18	15	15
Average days of major equipment downtime	2	5	5
Cost per square foot - Maintenance	1.46	1.40	1.35
Square feet maintained by Custodial	394,207	273,228	293,000
Complaints received by Custodial	171	156	150
Cost per square foot - Custodial	0.72	1.05	1.05

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - NO. REGION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,567,692	1,463,065	1,658,232	1,646,667
Operating Expenses	625,076	780,593	981,131	1,016,596
Capital Outlay	10,492	2,900	2,424	-
TOTAL	2,203,261	2,246,558	2,641,787	2,663,263
POSITIONS	39	34	37	35
FULL TIME EQUIVALENTS	39.00	34.37	37.00	35.00

FUNCTION:
The North Region is one of three decentralized Facilities Management cost centers. In addition to providing building maintenance and custodial services, this regional unit provides grounds and parking lot maintenance, service contract administration, scheduling and coordinating general use areas, and various other facilities management functions.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement a roof inspection and preventive maintenance program for the North Region.
* To maintain and/or improve levels of service while assuming the responsibility for new facilities such as the Okeechobee and Tequesta Libraries.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Square feet maintained by Maintenance	757,893	1,166,274	1,245,914
Work orders completed by Maintenance	3,872	2,000	2,000
Average days response to work requests	14	10	10
Average days of major equipment downtime	4	5	5
Cost per square foot - Maintenance	2.36	1.90	2.02
Square feet maintained by Custodial	119,757	294,084	316,754
Complaints received by Custodial	162	150	200
Cost per square foot- Custodial	0.92	1.05	1.05

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FACILITIES MGMT. - SECURITY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	840,135	887,078	878,541	913,531
Operating Expenses	34,423	40,972	37,112	46,911
Capital Outlay	1,200	-	-	-
TOTAL	875,758	928,050	915,653	960,442
POSITIONS	60	55	55	54
FULL TIME EQUIVALENTS	54.40	50.60	50.60	50.00

FUNCTION:
The Security Office provides security coverage for twenty-two major County facilities. The services include on-site staffing, mobile patrols, comprehensive security surveys, theft investigations and technical assistance in the design of security systems for new and existing County facilities.

GOALS AND OBJECTIVES FOR 1993-94:
* To conduct comprehensive security surveys at ten major County facilities not yet surveyed.
* To provide technical assistance in security system design for selected County facilities.
* To implement Phase II of the Key Management Program.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of daytime posts staffed	5	5	5
Number of off-hours posts staffed	8	9	9
Number of facilities patrolled	16	20	20
Number of security surveys completed	16	15	15

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FIXED ASSET MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	4,612	10,150	50,150	50,000
TOTAL	4,612	10,150	50,150	50,000
APPROPRIATIONS				
Personal Services	230,641	257,066	258,637	253,247
Operating Expenses	154,732	190,189	187,510	191,310
Capital Outlay	6,348	-	-	-
TOTAL	391,721	447,255	446,147	444,557
POSITIONS	7	7	7	6
FULL TIME EQUIVALENTS	7.00	7.00	7.00	6.00

FUNCTION:
The Fixed Asset Management Office provides centralized management of the control and database maintenance for all fixed assets (tangible personal and real property) owned by Palm Beach County and whose title vests with the Board of County Commissioners. This includes, but is not limited to, tagging, inventory and financial accountability for those fixed assets. The Fixed Asset Management Office is also the centralized redistribution and disposal point for all surplus tangible personal property. Disposal methods include scrap sales, sealed bid sales, retail sales and public auctions.

GOALS AND OBJECTIVES FOR 1993-94:
* To tag and record all tangible personal property acquired by Palm Beach County governmental organizations.
* To coordinate financial reconciliations for fixed asset activity with all appropriate Palm Beach County governmental entities.
* To record new fixed assets within 60 days of input.
* To coordinate and reconcile physical inventories for all County entities.
* To provide maximum savings to the County through surplus redistribution.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Physical inventories performed/ coordinated	70/169	105/191	10/370
% assets tagged within 60 days of input	91.99	87.50	82.50
Revenue generated from surplus asset disposals	435,892	375,000	400,000
Savings generated from surplus asset distribution	493,527	350,000	350,000
Computer transactions performed	105,593	95,000	95,000
Asset units added to record base	4,772	4,200	5,500
Assets redistrubited through surplus (unit count)	908	725	750
Advertised sealed bid sales	26	30	20

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: PARKING FACILITIES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parking Revenues	698,089	835,086	679,172	850,500
Rental Revenues	184,785	195,476	173,970	155,307
Fines & Forfeitures	525	750	600	600
Interest Revenues	3,139	3,000	12,280	12,300
Miscellaneous Revenues	5,516	10,068	6,712	4,214
Fund Balance	127,896	209,602	237,730	166,862
TOTAL	1,019,951	1,253,982	1,110,464	1,189,783
APPROPRIATIONS				
Personal Services	193,932	215,891	215,585	230,630
Operating Expenses	341,295	275,349	191,530	207,292
Capital Outlay	4,633	-	-	-
Non-Operating	221,446	762,742	536,487	751,861
TOTAL	761,306	1,253,982	943,602	1,189,783
POSITIONS	9	9	9	9
FULL TIME EQUIVALENTS	7.75	7.75	7.75	7.75

FUNCTION:
Parking Facilities is responsible for the management and operation of County-owned and leased parking garages and surface lots in the vicinity of the Governmental Center. Responsibilities include: collecting revenue from public and monthly parkers; maintaining the waiting list and assigning monthly parking spaces; enforcing regulations; providing for the maintenance of the facilities and equipment; and providing information to employees on parking availability in the area.

GOALS AND OBJECTIVES FOR 1993-94:
* To finalize operating procedures for the New Judicial Center Parking Facility and the existing Governmental Center Garage.
* To provide the highest level of service to the public and employees in the most cost effective manner.
* To implement procedures for the reassignment of monthly parking spaces when the Judicial Center Parking Facility opens.
* To develop strategies for maximizing revenue from all Parking Facilities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Public parkers accommodated	229,496	230,000	260,000
Average waiting period (months) for parking	36	48	45**
Percent of employee parking requests accommodated	50	46	75**
Percent of estimated revenue collected	101	86	100
Number of parking facilities	7	7	7
**Assumes the Judicial Center facility will open by July 1, 1994	-	-	-

PALM BEACH COUNTY

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: FLEET MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	71,711	71,507	85,000	85,000
Miscellaneous Revenues	229,411	88,000	253,500	268,000
Interfund Transfers	-	-	100,000	-
Fund Balance	1,161,707	1,506,915	2,167,796	2,600,587
Fleet Mgmt. Policy Charge	3,253,061	3,395,918	3,150,244	2,885,595
Sale of Gasoline & Lubricants	1,935,811	2,281,642	2,281,642	2,232,283
Fleet Mgmt. Maintenance	4,582,585	5,025,492	4,689,692	4,970,643
TOTAL	11,234,288	12,369,474	12,727,874	13,042,108
APPROPRIATIONS				
Personal Services	2,497,535	2,722,433	2,651,790	2,824,046
Operating Expenses	4,690,545	5,292,537	5,100,074	5,133,977
Capital Outlay	1,844,202	3,323,776	2,339,462	3,639,102
Non-Operating	-	1,030,728	-	1,444,983
TOTAL	9,032,282	12,369,474	10,091,326	13,042,108
POSITIONS	72	68	68	66
FULL TIME EQUIVALENTS	72.00	68.00	68.00	66.00

FUNCTION:
Fleet Management operates as an internal service agency which is responsible for the County's fleet management program. Fleet Management operates one large central repair facility with one satellite repair facility. Responsibilities include: specifications; funding; acquisitions; assignment for use; maintenance and disposal of all fleet assets; and, the additional responsibility for fueling at seven separate sites.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue expanding in the area of Compressed Natural Gas by engaging in a joint venture, public and private, for the refueling of CNG vehicles; study the feasibility of dedicated CNG vehicles and out source the conversion vehicles to CNG; also, sell CNG to other governmental entities through the opening of our own fueling station.
* To become a self inspector for state required emissions testing and out-source to Sheriff, SWA, Fire Rescue, or any other interested governmental body.
* To phase-in completion of Automative Service Excellence (ASE) certifications for all technicians over the next three (3) years.
* To streamline and institute a more efficient new vehicle and equipment commencement process and a retired vehicle and equipment disposal process.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Efficiency % of productive hours billed	92	97	98
% job in/out in same day	n/a	62	65
Equipment availability (% of equipment available for departments)	97.88	96	97
Number of preventive maintenance service completed	3,774	2,800	2,800
Number of repair work orders processed	26,502	15,000	15,000
Gallons of fuel issued	2,100,000	2,100,000	2,100,000

DEPARTMENT: GENERAL SERVICES **ORGANIZATION: VARIOUS**

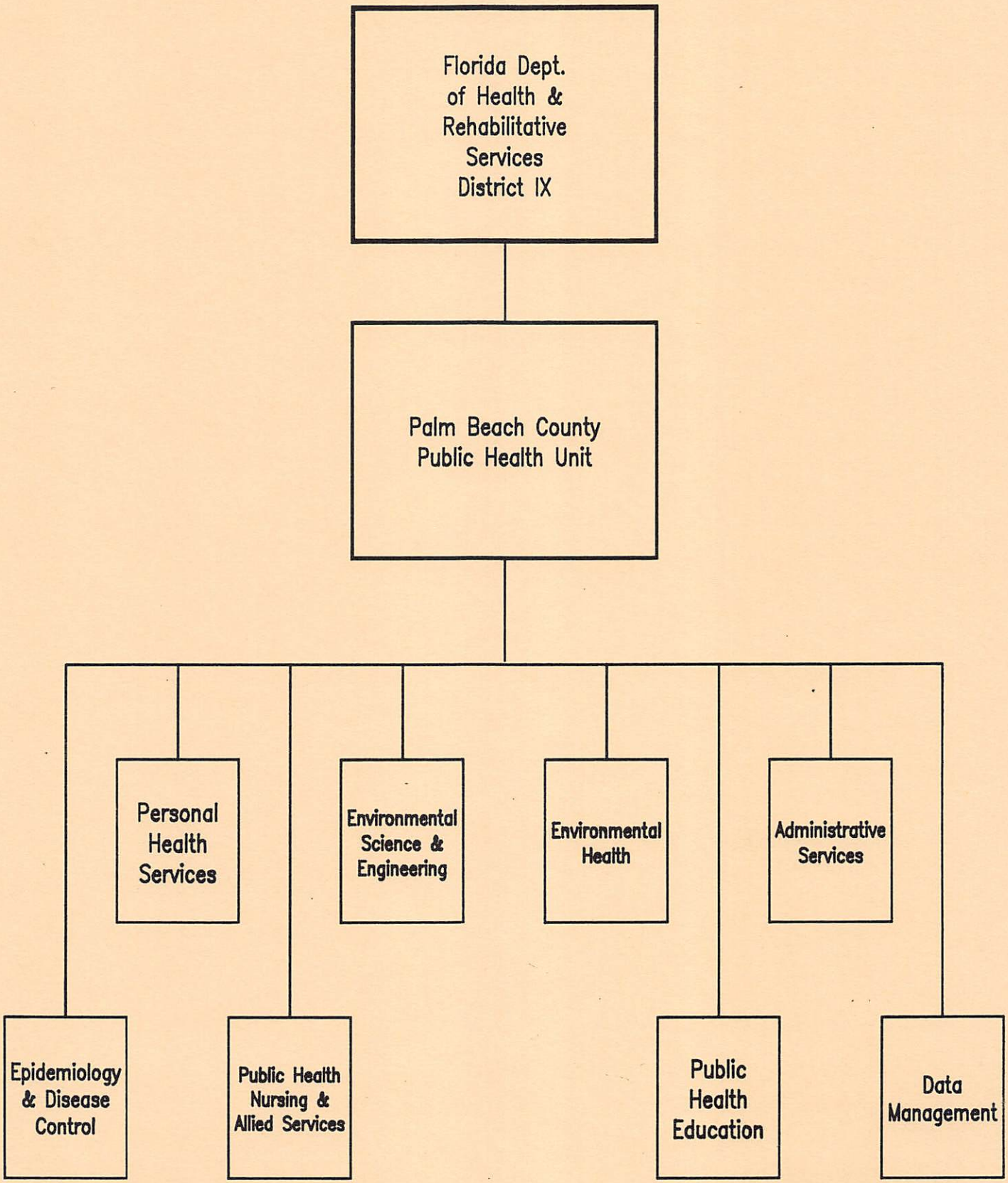
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	61,813	100,000	49,995	80,000
Capital Outlay	379,017	-	23,445	-
TOTAL	440,830	100,000	73,440	80,000

BUDGET COMMENT:
This budget reflects capital improvements involving items less than $10,000 per unit or otherwise defined such that they are not a part of the capital budget.

The following amounts are budgeted for FY 1993-94:

Various Roof Repairs	$80,000

Health Department


Florida Dept. of Health & Rehabilitative Services District IX
Palm Beach County Public Health Unit
Personal Health Services
Environmental Science & Engineering
Environmental Health
Administrative Services
Epidemiology & Disease Control
Public Health Nursing & Allied Services
Public Health Education
Data Management

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: HEALTH DEPARTMENT

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	292,973	-	39,000	-
Interest Revenues	14	-	-	-
Fund Balance	-	-	404	-
TOTAL	292,987	-	39,404	-
APPROPRIATIONS				
Operating Expenses	1,699,471	1,342,023	1,381,427	1,347,873
TOTAL	1,699,471	1,342,023	1,381,427	1,347,873

BUDGET NARRATIVE:

The Palm Beach County Health Department provides public health and medical care to the poor of the County through six centers Countywide. As the County population continues to grow, so does the demand for the services provided by the Health Department. The budget represented on these pages refer to the County's costs for environmental services programs only. Other costs of the Health Department are funded by other taxing authorities.

AIDS has become a major health issue in Palm Beach County as well as the rest of the country. The Health Department is working to expand its assistance for the care and treatment of AIDS victims while the search for a cure continues.

As a part of the County's Right-To-Know Law regarding toxic substances, the Department is providing public awareness programs to inform County residents about the potential health hazards from exposure to these substances.

Other services provided by the Department include immunization, pediatric services and prenatal care along with maternity care, treatment for sexually transmitted diseases, dental care and family planning services.

DEPARTMENT: HEALTH DEPARTMENT **ORGANIZATION: HEALTH DEPT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	292,973	-	39,000	-
Fund Balance	-	-	404	-
TOTAL	292,973	-	39,404	-
APPROPRIATIONS				
Operating Expenses	1,699,471	1,342,023	1,381,427	1,347,873
TOTAL	1,699,471	1,342,023	1,381,427	1,347,873

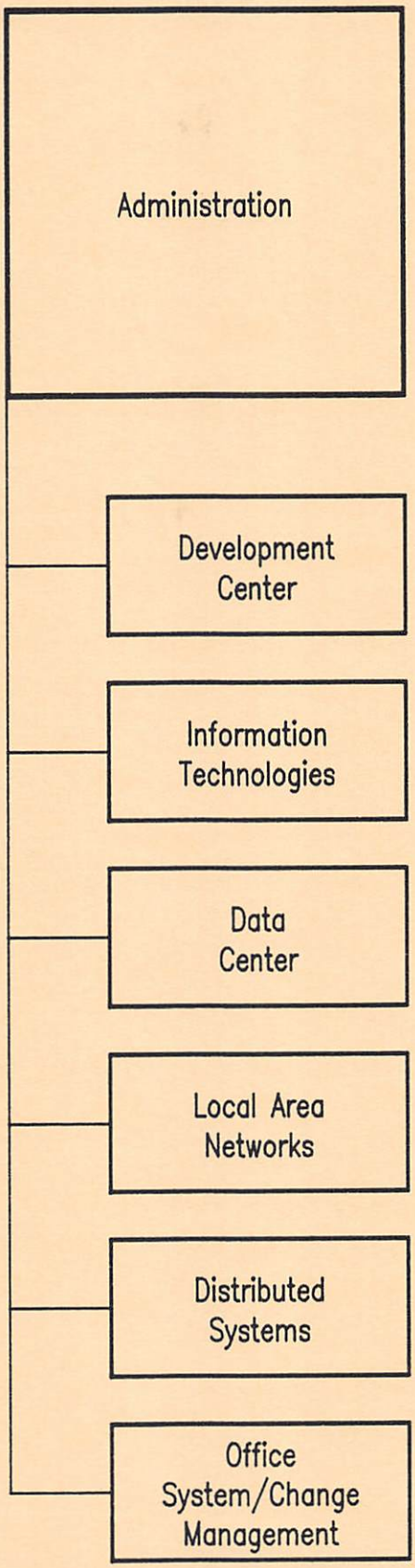
FUNCTION:
The regulation (permitting, licensing, inspection, enforcement) of the following facilities/activities for compliance with local, state and federal regulations:

- Drinking water supply systems - public and private;
- Sewerage systems - public and private;
- Public swimming pools, bathing places;
- Solid waste disposal - sanitary landfills, transfer stations, illegal dumping, filling of property;
- Hazardous waste disposal - small generator, illegal disposal, accidental spills;
- Air pollution control including the operation of an air quality monitoring network;
- Health advisories.

GOALS AND OBJECTIVES FOR 1993-94:
* To prevent disease through monitoring and regulating activities which impact the quality of the County's air, soil and water.
* To inspect and monitor 375 water treatment and 90 sewage treatment plants.
* To inspect construction of 1,500 private drinking water wells and 2,500 new, modified or repaired septic systems.
* To inspect operation of 3,000 public swimming pools.
* To inspect 350 hazardous waste generators and 150 stationary sources of air pollution.
* To conduct mobile source related inspections and investigations.
* To operate and maintain 18 air samplers/monitors.
* To process 3,000 construction/operation permit applications.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of permit applications processed	4,374	4,800	5,200
Number of facilities regulated	6,678	7,168	7,965
Number of enforcement actions	361	400	450
Licensing and inspection of Group Care facilities	1,135	1,120	1,220
Licensing and inspection of Migrant Labor camps	34	86	164
Licensing and inspection of Mobile Home and Recreational Vehicle parks	143	143	143

Information Systems Services



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: INFORMATION SYSTEMS SERVICES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	12,503,845	14,225,442	13,523,151	14,213,560
Interest Revenues	14,219	-	50,000	50,000
TOTAL	12,518,064	14,225,442	13,573,151	14,263,560
APPROPRIATIONS				
Personal Services	7,677,726	8,296,231	7,670,978	7,658,163
Operating Expenses	3,183,163	3,497,793	3,130,016	4,121,803
Capital Outlay	-	516,558	996,631	642,700
Debt Service	222,068	1,718,081	1,605,526	1,740,894
Non-Operating	-90,980	196,779	-	100,000
TOTAL	10,991,978	14,225,442	13,403,151	14,263,560
POSITIONS	169	166	164	151
FULL TIME EQUIVALENTS	169.00	166.00	164.00	151.00

BUDGET NARRATIVE:

The Information Systems Services (ISS) Department is an internal service fund. ISS provides all Board of County Commission agencies and Constitutional Officers with countywide data communications, mainframe and distributed computing resources, programming, and technical expertise. The Director of ISS reports to the ISS Board, composed of three Constitutional Officers and two County Commissioners. The ISS Board serves as a steering committee to coordinate implementation of countywide information systems and services.

Using an Information Engineering approach, ISS focuses on implementation of systems solutions to support the business operations of the County. ISS is developing an Information Strategy Plan to ensure the ability to share data resources and integrate information systems throughout the County. This plan will provide direction for the evolution to new technologies and assist with the establishment of countywide standards. In addition, by focusing on the objectives of the County as a whole, ISS assists by contributing the technical resources necessary for internal efficiency and an improved level of service to the taxpayers of Palm Beach County.

DEPARTMENT: INFORMATION SYSTEMS SERVICES ORGANIZATION: INFORMATION SYSTEMS SERVICE

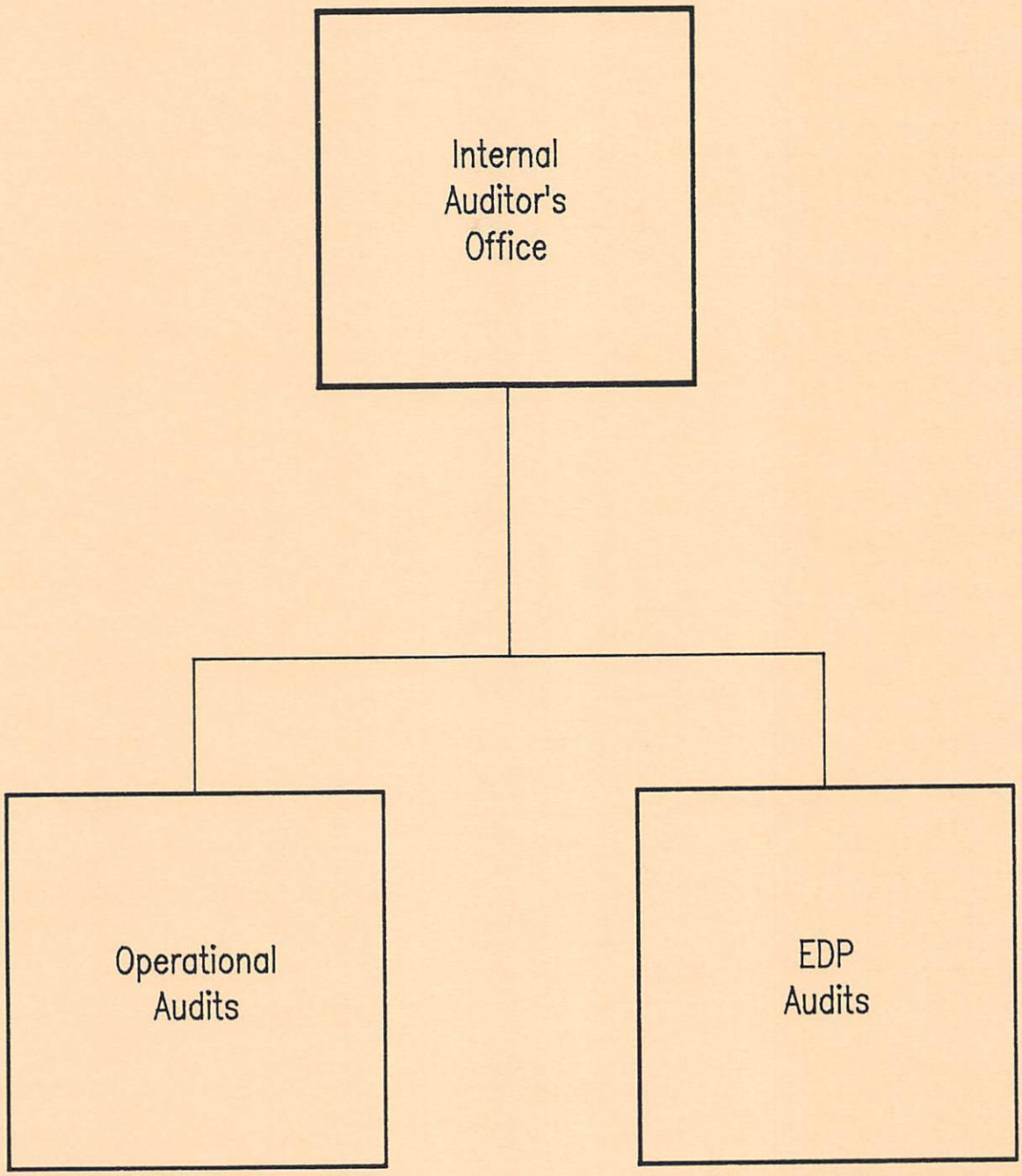
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	12,503,845	14,225,442	13,523,151	14,213,560
Interest Revenues	14,219	-	50,000	50,000
TOTAL	12,518,064	14,225,442	13,573,151	14,263,560
APPROPRIATIONS				
Personal Services	7,677,726	8,296,231	7,670,978	7,658,163
Operating Expenses	3,183,163	3,497,793	3,130,016	4,121,803
Capital Outlay	-	516,558	996,631	642,700
Debt Service	222,068	1,718,081	1,605,526	1,740,894
Non-Operating	-90,980	196,779	-	100,000
TOTAL	10,991,978	14,225,442	13,403,151	14,263,560
POSITIONS	169	166	164	151
FULL TIME EQUIVALENTS	169.00	166.00	164.00	151.00

FUNCTION:
The ISS department is an internal service agency providing Information Systems and related data processing services and support for departments and agencies under the Board of County Commissioners as well as the Constitutional Officers. This includes support for the central mainframe computer system, the data communications network, attached devices, and the distributed minicomputers, LANs and microcomputer systems and applications throughout the county. The primary functions within ISS include customer support, software engineering, data center support and technical support.

GOALS AND OBJECTIVES FOR 1993-94:
* Development of countywide information strategy plan to align customer business goals and ISS strategies.
* Continue improvements to the data communications network of Palm Beach County.
* Begin "rightsizing" of applications.
* Development of countywide information system standards.
* Identification and implementation of systems and technologies which could result in operating cost savings for the county.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Help Desk Calls	16,396	17,500	19,000
Customer Service Requests Processed	1,679	1,690	1,705
CPU Hours Utilized (based on 3090-200)	2,355	2,500	2,641
On-line Information Storage (Gbytes)	43.5	48	49
Countywide Data Network Devices	2,350	2,782	3,033
Direct Billed Personnel Hours	97,663	82,500	95,000
Number of Customers/Clients Served	123	129	135

Internal Audit Organization



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: INTERNAL AUDITOR

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	55,694	60,000	60,000	120,000
Inter-Departmental Charges	55,841	60,000	190,225	194,157
TOTAL	111,535	120,000	250,225	314,157
APPROPRIATIONS				
Personal Services	562,060	603,636	731,066	761,317
Operating Expenses	12,575	26,788	22,435	34,026
Capital Outlay	-	2,000	6,850	1,800
TOTAL	574,635	632,424	760,351	797,143
POSITIONS	10	10	12	12
FULL TIME EQUIVALENTS	10.00	10.00	12.00	12.00

BUDGET NARRATIVE:

The Internal Auditor's Office performs operational audits and examines internal control systems of all departments under the Board of County Commissioners to identify problem areas and make recommendations for improvement. The Office also performs audits of the Sheriff's Office, the Solid Waste Authority, and Airport revenues. In the 1993-94 fiscal year, operations in the Clerk's Office will also be reviewed. Revenues are generated through charges to the Airport, the Solid Waste Authority, and the Clerk. In accordance with Board policy, the Internal Auditor's Office reports to a ten member audit committee that reports on and evaluates the internal Auditor's performance.

Late in 1992, the Information Systems Services (ISS) Board and the Board of County Commissioners approved the transfer of two ISS auditors from ISS to the Internal Auditor's Office. These auditors are responsible for reviewing the internal controls over EDP operations in ISS and County departments. The annual workplan and completed audits are reviewed and approved by the ISS Board. Actual audit costs are reimbursed by ISS.

DEPARTMENT: INTERNAL AUDITOR **ORGANIZATION: INTERNAL AUDITOR**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	55,694	60,000	60,000	120,000
Inter-Departmental Charges	55,841	60,000	60,000	60,000
TOTAL	111,535	120,000	120,000	180,000
APPROPRIATIONS				
Personal Services	562,060	603,636	609,945	633,729
Operating Expenses	12,575	26,788	18,416	27,457
Capital Outlay	-	2,000	1,765	1,800
TOTAL	574,635	632,424	630,126	662,986
POSITIONS	10	10	10	10
FULL TIME EQUIVALENTS	10.00	10.00	10.00	10.00

FUNCTION:
The Internal Auditor's Office performs operational audits of departments and agencies under the control of the Board of County Commissioners, the Sheriff's Office, the Solid Waste Authority, and the Clerk of the Circuit Court. Major emphases include compliance audits, internal controls, Airport concession revenue audits, and efficiency and effectiveness audits. The Office also monitors corrective action for all audit findings and recommendations.

GOALS AND OBJECTIVES FOR 1993-94:
* To improve productivity of the office by selecting areas for audit having the highest potential risk and/or the best opportunities for cost savings.
* To provide the Board with independent, objective evaluations of County operations.
* To include a review of "program outcomes" as part of the audit process, including an evaluation of "reinventing government" results.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of SWA audits perfomred	7	12	10
Number of operations audits performed	33	30	35
Number of Sheriff's audits performed	1	10	10
Number of Airport revenue audits performed	10	12	10
Number of audit recommendations reported	183	125	125
Percentage of annual workplan completed	70	100	100
Percentage of findings cleared	0	0	90
Percentage of non-EDP audit costs reimbursed by others	0	0	18

PALM BEACH COUNTY

DEPARTMENT: INTERNAL AUDITOR **ORGANIZATION: ISS AUDITS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	-	-	130,225	134,157
TOTAL	-	-	130,225	134,157
APPROPRIATIONS				
Personal Services	-	-	121,121	127,588
Operating Expenses	-	-	4,019	6,569
Capital Outlay	-	-	5,085	-
TOTAL	-	-	130,225	134,157
POSITIONS	-	-	2	2
FULL TIME EQUIVALENTS	-	-	2.00	2.00

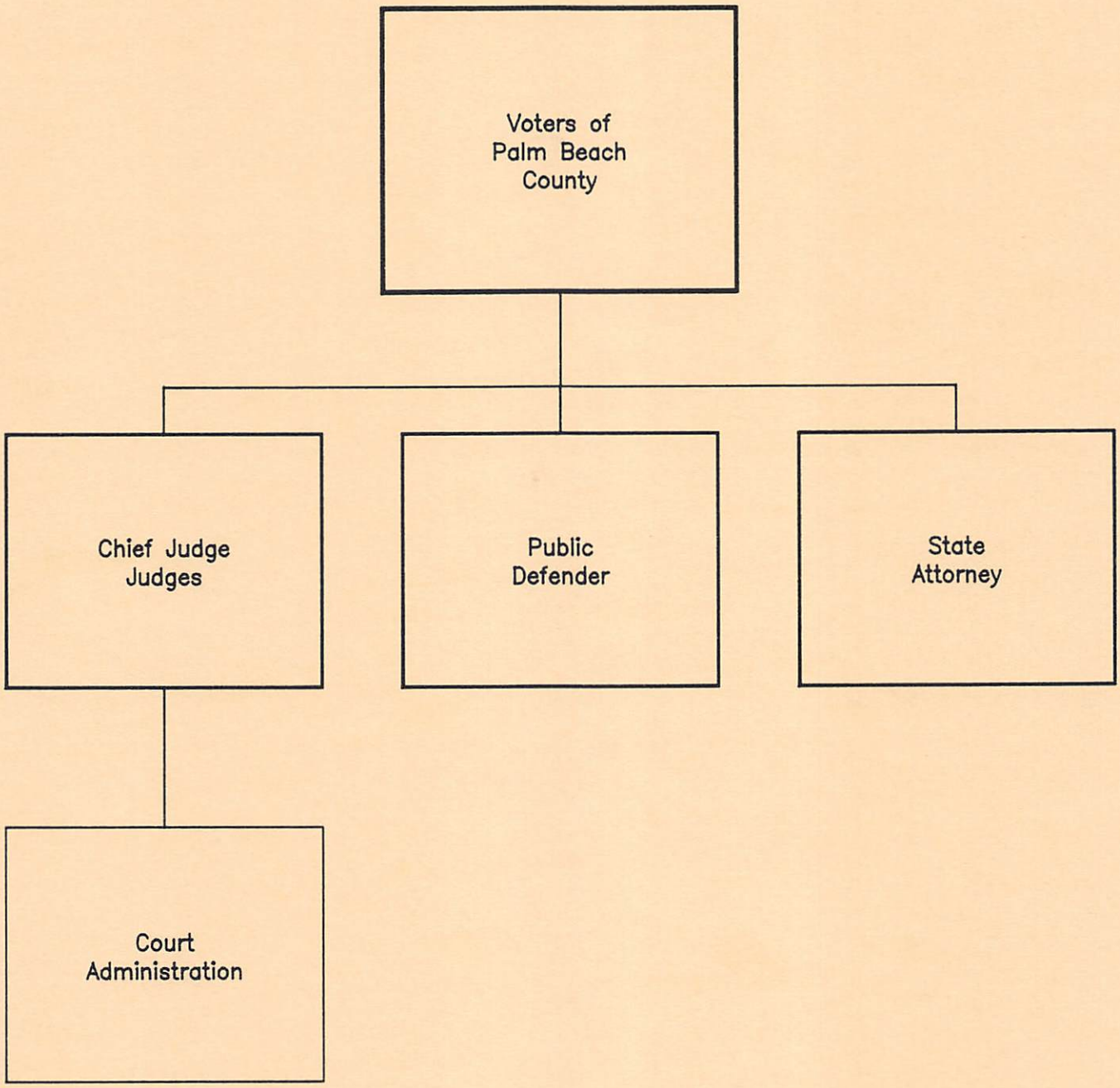
BUDGET COMMENT:
The ISS audit function is responsible for auditing ISS operations to determine the adequacy of controls over operating systems, software development, and other EDP activities. Major emphasis includes control over systems access, program modifications and contingency planning. Significant assistance is provided to the external auditors as part of the annual outside audit process.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop and implement additional standard EDP audit programs.
* To complete audits of LAN systems not audited in FY 1992-93.
* To develop audit programs and techniques for proposed CJIS and GIS systems.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Percentage of ISS workplan completed	n/a	100	100
Number of ISS audits performed	n/a	36	30
Number of EDP audit recommendations	n/a	n/a	50
Percentage of findings cleared (EDP audits)	n/a	n/a	90

PALM BEACH COUNTY

Judicial


Voters of Palm Beach County
Chief Judge Judges
Public Defender
State Attorney
Court Administration

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: JUDICIAL

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Occupational Licenses	22,278	20,396	20,396	21,211
Federal/State Grants	74,474	73,122	73,122	74,584
Other Intergovt'l Revenue	31,679	55,830	52,776	56,706
Clerk-County Court Fees	228,004	235,011	211,000	218,800
Clerk-Circuit Court Fees	438,786	439,513	369,500	383,660
Other Charges for Services	116,911	84,800	186,350	251,089
Fines & Forfeitures	613,234	580,000	620,000	620,000
Interest Revenues	36,389	10,000	22,790	16,000
Inter-Departmental Charges	209,068	189,893	195,000	200,000
Miscellaneous Revenues	154,261	120,000	110,947	115,000
Fund Balance	480,827	556,589	648,110	670,407
TOTAL	2,405,914	2,365,154	2,509,991	2,627,457
APPROPRIATIONS				
Personal Services	2,833,966	3,490,537	3,419,576	3,707,155
Operating Expenses	9,353,620	9,632,723	9,229,401	9,402,338
Capital Outlay	667,635	964,300	518,101	1,398,784
Non-Operating	-	350,190	-	340,745
TOTAL	12,855,222	14,437,750	13,167,078	14,849,022
POSITIONS	89	89	96	109
FULL TIME EQUIVALENTS	88.25	88.75	93.50	103.25

BUDGET NARRATIVE:

Palm Beach County is served by the Fifteenth Judicial Circuit of Florida under the direction of the chief judge and the court administrator. This is one of 20 judicial circuits in the State. This circuit is comprised of two levels of court. The organizational structure enables the courts to deliver maximum service in the most flexible and efficient manner.

The circuit court handles civil cases with a value of over $15,000, criminal felonies, juvenile, probate and appeals from the County Court. A total of 31 judges serve in the Circuit Court. The court calendar consists of time-consuming and often complicated jury and non-jury trials, as well as other hearings necessary to resolve the issues presented to them.

The County Court handles civil cases with a value under $15,000, criminal misdemeanors, and traffic cases. A total of 15 judges serve in the County Court. The judges preside over high-volume, short-duration cases which fall under their jurisdiction.

The Public Defender's Office provides criminal defense litigation at the trial and appellate levels involving juvenile, misdemeanor, felony, and capital felony offenses for persons who have been determined indigent by the courts as prescribed in F.S. 27.52.

The State Attorney serves Florida's 15th Judicial Circuit. Palm Beach County is the only county in this circuit. The State Attorney is the chief prosecuting officer for all criminal cases. In addition, the State Attorney's Office handles all bond issues, juvenile matters, child support enforcement and advises the Grand Jury.

DEPARTMENT: JUDICIAL **ORGANIZATION: LAW LIBRARY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Occupational Licenses	22,278	20,396	20,396	21,211
Clerk-County Court Fees	178,620	183,141	157,500	163,800
Clerk-Circuit Court Fees	325,639	326,827	254,000	264,160
Other Charges for Services	81,969	70,350	70,350	73,164
Interest Revenues	24,710	10,000	22,790	16,000
Miscellaneous Revenues	29	-	-	-
Fund Balance	480,827	556,589	648,110	670,407
TOTAL	1,114,076	1,167,303	1,173,146	1,208,742
APPROPRIATIONS				
Personal Services	140,580	151,573	153,115	161,100
Operating Expenses	155,876	173,327	125,163	136,545
Capital Outlay	168,477	492,213	224,461	570,352
Non-Operating	-	350,190	-	340,745
TOTAL	464,933	1,167,303	502,739	1,208,742
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

FUNCTION:
The Law Library, created by Chapter 24775, Laws of Florida (1947), serves the legal community, consisting of judges, lawyers, litigants and students by providing legal reference and referral services within the limits of Florida Statute 454.23. It also maintains and controls the new satellite library in Delray Beach. The Law Library is responsible for maintenance and service to the 57 judicial and departmental libraries distributed throughout the County.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue planning for relocating the central Law Library to the new judicial complex.
* To participate in the organization and control of judicial libraries during the move into the judicial complex.
* To continue providing optimum service to the legal community according to its needs.
* To continue to analyze all revenue potential and making the appropriate recommendation to the courts regarding collections.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of Library patrons	48,000	53,000	56,700
Number of Westlaw Services patrons	1,293	1,350	1,400
Revenue from copiers Westlaw Services($)	74,604	76,000	77,400
Revenue from filing fees ($)	495,012	519,763	545,751

DEPARTMENT: JUDICIAL **ORGANIZATION: PUBLIC DEFENDER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	578,114	881,412	856,380	924,147
Capital Outlay	183,708	174,045	107,045	193,045
TOTAL	761,822	1,055,457	963,425	1,117,192

FUNCTION:
The Criminal Justice System is dependent upon the quality of the legal services provided by the Public Defender to all indigents charged with criminal offenses. The Office of the Public Defender serves the court complexes in Belle Glade, Delray Beach, Palm Beach Gardens and West Palm Beach. In addition, this Office is assigned to handle all Public Defender appeals in the Fourth District Court of Appeals which is comprised of Broward, Indian River, Martin, Okeechobee, St. Lucie and Palm Beach Counties.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to provide efficient, economical, and quality legal representation in assigned cases.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of capital and non-capital felony cases handled	9,551	9,484	10,148
Number of misdemeanor cases handled	23,260	23,277	24,906
Number of traffic cases handled	32,830	30,995	33,165
Number of County to Circuit Court appeals filed	34	35	37
Number of juvenile cases handled	4,014	4,083	4,369
Number of mental health cases handled	377	790	845
Number of capital appeals and non-capital appeals cases handled	843	790	845
Number of first appearances/bond hearings/other hearings handled	44,139	43,539	46,587

DEPARTMENT: JUDICIAL **ORGANIZATION: STATE ATTORNEY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	-	-	16,688
Operating Expenses	637,918	598,386	548,653	610,460
Capital Outlay	188,813	233,664	122,217	310,882
TOTAL	826,731	832,050	670,870	938,030

FUNCTION:
Primary responsibility is to appear in Circuit and County court and prosecute or defend on behalf of the State all suits, applications or motions, civil or criminal, in which the State is a party.

GOALS AND OBJECTIVES FOR 1993-94:
* To improve networking of computers with the Clerk's Office, Sheriff's Office and County Finance.
* To maximize the use of volunteers, especially knowledgeable retired senior citizens.
* To improve the relationship between the judiciary and the victims of crime which has always been a primary concern of this office.
* To prosecute those who violate the criminal laws of the State of Florida with the 15th Judicial Circuit.
* To continue to operate efficiently and maximize each dollar expended for the citizens.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of criminal cases disposed	21,486	23,500	24,500
Number of capital felony cases reviewed	68	75	83
Number of non-capital felony cases reviewed	7,754	8,500	9,000
Number of misdemeanor cases reviewed	30,528	33,000	35,000
Number of delinquent juvenile cases reviewed	8,335	9,000	9,500
Number of walk-in complaints	6,198	6,500	7,000

PALM BEACH COUNTY

DEPARTMENT: JUDICIAL **ORGANIZATION: CRIMINAL JUSTICE TRUST FUND**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fines & Forfeitures	613,234	580,000	620,000	620,000
Interest Revenues	11,678	-	-	-
Miscellaneous Revenues	3,177	-	775	-
TOTAL	628,090	580,000	620,775	620,000

BUDGET COMMENT:
The local Criminal Justice Trust Fund (CJTF) is established by F.S. 27.3455. Revenue is provided from assessed costs of $200 for felony cases and $50 for misdemeanor and criminal traffic cases. The cost is imposed when any person pleads guilty or nolo contendere to, or is found guilty of a felony, misdemeanor, or criminal traffic offense. The Clerk of the Circuit and County Courts acts as the collection agent. The collected funds are remitted each month to the County. The criminal justice trust funds are used for allowable expenses of the State Attorney under F.S. 27.34(2) and the Public Defender under F.S. 27.54(3). Any funds remaining after disbursement for authorized State Attorney and Public Defender expenses may be used for medical examiner services and county victim witness programs.

Currently, the projected Criminal Justice Trust Fund revenues are expected to reimburse approximately 30% of the County's costs associated with the State Attorney and Public Defender offices for fiscal year 93/94.

DEPARTMENT: JUDICIAL **ORGANIZATION: COURT ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Intergovt'l Revenue	31,679	55,830	52,776	56,706
Miscellaneous Revenues	-	-	2,263	-
TOTAL	31,679	55,830	55,039	56,706
APPROPRIATIONS				
Personal Services	111,914	140,467	163,186	207,689
Operating Expenses	1,627,605	1,248,210	1,341,200	1,273,416
Capital Outlay	871	1,818	1,818	1,818
TOTAL	1,740,390	1,390,495	1,506,204	1,482,923
POSITIONS	3	5	7	7
FULL TIME EQUIVALENTS	3.00	5.00	7.00	7.00

FUNCTION:
The Court Administrator's office, in conjunction with the chief judge, oversees all judicial and non-judicial matters arising within the circuit. The court administrator is responsible for general court operations, the administration of all court service programs and long-range planning. Additionally, the court administrator assists the chief judge in special projects and serves as the court's liaison to county government.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to actively participate in the planning of the courthouse.
* To fully implement long-range strategies for court automation.
* To finalize a study of court interpreters.
* To fully implement a Pre-trial Services Program, inclusive of supervisory component.
* To expand the Witness Management Office to include all 33 local law enforcement agencies.
* To fully implement a Community Services Program.
* To establish a Public Guardianship Program.

DEPARTMENT: JUDICIAL **ORGANIZATION: INCAPACITY PROCEEDINGS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	151,004	120,000	107,820	115,000
TOTAL	151,004	120,000	107,820	115,000
APPROPRIATIONS				
Operating Expenses	231,049	187,252	209,658	211,000
TOTAL	231,049	187,252	209,658	211,000

FUNCTION:
Florida Statute 774.331 sets forth procedures for the adjudication of persons mentally or physically incapable of managing their own affairs. The Probate Division of the Circuit Court is responsible for holding hearings to determine the competency of an alleged incapacitated person. A circuit judge appoints a committee to examine the person to ascertain his or her mental or physical condition, as well as an attorney to enure the person's legal rights are protected. Florida Statutes 394.467(3)(a) and 396.052 provide for the appointment of counsel to represent the alleged incapacitated person.

DEPARTMENT: JUDICIAL **ORGANIZATION: SPECIAL COURT COSTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	4,008,658	4,161,772	3,943,365	3,918,424
TOTAL	4,008,658	4,161,772	3,943,365	3,918,424

FUNCTION:
Special Court Costs serve to provide for the payment of court costs ordered against indigent defendants as determined by Florida Statute 27.52. Court costs are to be paid by the County purusant to Florida Statute 939.15. Payment is provided to court-appointed attorneys for indigent defendants where the Public Defender determines a conflict in representation as set forth under Florida Statute 27.53(3); compensation is calculated per Florida Statute 925.036 and Administrative Order 1.011. In FY 1992-93, eight contracted attorney teams were assigned to the Circuit Criminal Divisions.

GOALS AND OBJECTIVES FOR 1993-94:
* To assess final recommendations of the Judicial complex study committee and submit Court recommendations to the Board of County Commissioners.
* To oversee the processing of an estimated 1,000 requests for payment.
* To assess the cost effectiveness of contract teams versus individual appointment process.
* To finalize a study within Juvenile Court relating to need for contract teams.

PALM BEACH COUNTY

DEPARTMENT: JUDICIAL **ORGANIZATION: COURT MEDIATION SERVICES/DOMESTIC**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Clerk-Circuit Court Fees	28,688	24,567	25,500	27,500
Other Charges for Services	1,727	-	65,000	70,000
Miscellaneous Revenues	50	-	89	-
TOTAL	30,465	24,567	90,589	97,500
APPROPRIATIONS				
Personal Services	231,668	281,779	281,779	259,859
Operating Expenses	13,699	22,479	21,579	22,479
Capital Outlay	4,529	-	-	-
TOTAL	249,896	304,258	303,358	282,338
POSITIONS	8	8	7	7
FULL TIME EQUIVALENTS	7.75	7.75	7.00	7.00

FUNCTION:
Domestic Mediation Services provide the residents and courts of Palm Beach County with alternative methods of dispute resolution. This is accomplished through staff mediation of divorce and post-divorce cases by staff mediation specialists.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide mediation services in compliance with the 14-day time standard established by the Supreme Court.
* To continue to provide the 15th Circuit with professional advice on alternatives to dispute resolutions.
* To offer educational sessions and seminars as deemed appropriate.
* To enhance automation in Domestic Relations and refine case tracking mechanisms.
* To streamline existing work procedure systems for greater time and cost efficiency.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of referrals scheduled	2,101	2,200	2,300
Total number of cases held	1,491	1,500	1,550
Total number of cases settled	1,138	1,200	1,300
Percent of mediation held settled	76	76	76
Income to BOCC from $25 user fee conducted by in-house court mediators	0	100,000	105,000

DEPARTMENT: JUDICIAL **ORGANIZATION: COURT MEDIATION SERVICES/CIVIL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Clerk-County Court Fees	49,384	51,870	53,500	55,000
Clerk-Circuit Court Fees	84,458	88,119	90,000	92,000
Inter-Departmental Charges	209,068	189,893	195,000	200,000
TOTAL	342,910	329,882	338,500	347,000
APPROPRIATIONS				
Personal Services	69,847	103,837	103,837	113,641
Operating Expenses	7,834	9,845	8,595	8,045
Capital Outlay	2,184	5,000	5,000	5,000
TOTAL	79,865	118,682	117,432	126,686
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
Civil Mediation Services provide the residents and courts of Palm Beach County with alternative methods of dispute resolution. Early settlement of cases is encouraged thereby conserving litigant funds, judicial resources, and taxpayer dollars. The Civil Mediation Program utilizes independent contractor attorneys and retired judges to provide mediation of Circuit Civil and County Court cases. Volunteer mediators provide mediation services for small claims cases. Volunteer attorneys provide arbitration services in non-domestic Circuit Civil cases.

GOALS AND OBJECTIVES FOR 1993-94:
* To assist in the development of similar programs in other Circuits.
* To ensure our continued compliance with statutes and court rules governing mediation activities.
* To contine to generate revenue for the county by expanding circuit and county programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total number of cases mediated in circuit court	3,838	4,000	4,150
Income to BOCC from circuit civil mediation cases	185,000	190,000	195,000
Total number of trial days saved in circuit court*	4,403	4,500	4,750
Total number of cases mediated in county civil court	0	3,000	3,750

DEPARTMENT: JUDICIAL **ORGANIZATION: WITNESS MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	58,098	85,202	85,202	91,462
Operating Expenses	10,884	29,907	29,907	29,907
TOTAL	68,982	115,109	115,109	121,369
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
To schedule, coordinate and electronically record the criminal discovery depositions of witnesses in felony cases (other than capital) where the defendant is represented by the Public Defender's Office or court appointed counsel. At the present time, Witness Management electronically records only police witnesses from the Palm Beach County Sheriff's Office and the West Palm Beach and Lake Worth Police Departments and depositions for the eight contract teams. Witness Management Office, upon court order, produces transcripts of the electronically recorded criminal discovery depositions.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide better communications between law enforcement agencies, thereby maximizing court and agencies resources.
* To recruit, select and train volunteers to assist with the activities of this program.
* To maintain close liaison with State Attorney/Public Defender and law enforcement agencies to insure full utilization of resources available.
* To produce transcripts in line with State Attorney/Public Defender requisites.
* To offer cost containment measures in the recordation of the proceedings and in transcript production.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total number of cases scheduled	1,039	1,200	1,450
Total number of depositions taken	3,005	3,100	3,250
Total number of transcriptions produced	600	650	675
Percent of depositions transcribed	15	25	30

DEPARTMENT: JUDICIAL **ORGANIZATION: FAMILY HEARING OFFICERS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	74,474	73,122	73,122	74,584
TOTAL	74,474	73,122	73,122	74,584
APPROPRIATIONS				
Personal Services	542,516	596,623	596,623	613,742
Operating Expenses	9,567	16,451	16,401	16,451
TOTAL	552,083	613,074	613,024	630,193
POSITIONS	10	10	10	10
FULL TIME EQUIVALENTS	10.00	10.00	10.00	10.00

FUNCTION:
The Commissioners/General Masters (formerly Family Hearing Officers) hear post-judgement enforcement actions in Family Law Division cases, including dissolution of marriage, paternity, custody and support cases, in which failure to comply with a final judgement is alleged. The Commissioners/General Masters also conduct hearings pursuant to the Baker Act, Myers Act and Drug Act and assist the Probate Division judges with accounting reviews and show cause hearings.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to reduce the hearing load of the Circuit Court judges in the Family Law and Probate Divisions.
* To continue with DHRS cooperative agreement to obtain grant funding reimbursements in order to offset County budget for all Title IV-D cases heard.
* To provide a readily available judicial forum for the enforcement of the final judgement in dissolution of marriage, thereby enhancing caseload management techniques.
* To assess needs of Commissioners/General Masters and make necessary DHRS funding adjustments as required.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total number of cases set by the Commissioners	9,268	9,600	9,800
Total number of URESA and welfare cases set	5,047	5,800	6,000
Reimbursement to BCC from Title IV-D child support enforcement program	74,474	80,953	83,000

PALM BEACH COUNTY

DEPARTMENT: JUDICIAL **ORGANIZATION: PROCESS SERVERS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	16,075	14,450	8,000	12,925
TOTAL	16,075	14,450	8,000	12,925
APPROPRIATIONS				
Operating Expenses	6,415	7,033	7,033	7,350
TOTAL	6,415	7,033	7,033	7,350

FUNCTION:
Florida Statute 48.27 enables the Chief Judge to establish an approved list of certified process servers. F.S. 48.29 empowers the Chief Judge to charge an application fee and to test the persons applying to become certified with the Court. The Fifteenth Circuit holds a seminar prior to the testing of applicants to assist in the certification process. Administrative Order 1.016 sets forth those persons certified to serve process in and for Palm Beach County, Florida.

GOALS AND OBJECTIVES FOR 1993-94:
* To test 90 applicants.
* To certify 80 process servers.
* To renew 400 I. D. cards.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of applicants	85	90	90
Number of process servers certified	80	80	80

DEPARTMENT: JUDICIAL **ORGANIZATION: JUDGES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	154,355	166,716	166,716	146,716
Capital Outlay	12,404	5,000	5,000	17,000
TOTAL	166,759	171,716	171,716	163,716

FUNCTION:
County Courts are Florida's courts of limited jurisdiction. Such courts have original jurisdiction in all criminal misdemeanor cases not cognizable by the Circuit Court, all violations of municipal and County ordinances, all claims under $15,000 and have concurrent jurisdiction with the Circuit Court in landlord-tenant claims. Circuit Courts are Florida's trial courts of general jurisdiction and have exclusive original jurisdiction in all actions of law not cognizable by County Court. This includes jurisdiction for all felonies, proceedings related to probate, guardianship, incapacity and equity, all juvenile proceedings except traffic cases and all other cases involving amounts in excess of $10,000. Such courts have appellate jurisdiction from County Courts.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide general and administrative operating expenses and appropriate facilities for 15 County Court judges and 31 Circuit Court judges and the ancillary services.
* To continue to participate in Certified Traffic Hearing Officer program and to expand services as deemed appropriate.

DEPARTMENT: JUDICIAL **ORGANIZATION: CHIEF JUDGE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	429,875	462,648	453,048	471,249
Operating Expenses	1,556,313	1,740,704	1,500,413	1,653,770
Capital Outlay	36,142	52,560	52,560	298,345
TOTAL	2,022,330	2,255,912	2,006,021	2,423,364
POSITIONS	13	13	19	19
FULL TIME EQUIVALENTS	12.50	13.00	16.50	16.50

FUNCTION:
The Chief Judge maintains a close liaison with the Chief Justice of the Florida Supreme Court. The duties of the Chief Judge, with the assistance of the Court Administrator, include the supervision of all courts, judges and officers of the courts within the Fifteenth Circuit. The Chief Judge is responsible for assigning judges to the courts and divisions, overseeing the court dockets, reviewing the status of inmates in the Palm Beach County Jail and providing the leadership necessary for the efficient and proper administration of the Circuit.

GOALS AND OBJECTIVES FOR 1993-94:
* To further define the need for a delay reduction system for Circuit Court and proceed with steps for developing and implementing.
* To continue to provide oversight and direction for the new courthouse.

DEPARTMENT: JUDICIAL **ORGANIZATION: JURY MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	77,347	96,115	96,115	102,329
Operating Expenses	91,106	108,301	108,301	112,551
TOTAL	168,453	204,416	204,416	214,880
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
Pursuant to A.O. 1.025 - 10/90, the Court Administrator is responsible for overseeing all functions associated with selection of jury lists, jury venire, juror summoning and the establishment of jury pools for all of Palm Beach County. The tasks associated with this operation are performed by a staff of three full- time County employees along with staff assistance provided by the State.

GOALS AND OBJECTIVES FOR 1993-94:
* To reduce the cost of jury system operations and reduce the inconvenience of juror service.
* To ensure that a sufficient number of jurors are available to accomodate jury trial activity and that case scheduling methods support good juror utilization.
* To provide the essential information to jurors about the process and their role and to make proper use of the time available.
* To ensure that internal control procedures are in place to monitor juror fee payments.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Average dollar per diem cost per trial	370	350	340
Average dollar cost to start a trial	214	210	190
Average number of jurors empaneled for jury selection	19	19	18
Percentage of jurors sent to voir dire	98	104	110
Number of trials held	913	918	923
Total dollar per diem cost	340,690	292,993.40	263,694.06

DEPARTMENT: JUDICIAL **ORGANIZATION: COURT REPORTING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	17,140	-	23,000	25,000
TOTAL	17,140	-	23,000	25,000
APPROPRIATIONS				
Personal Services	591,239	689,387	605,744	727,913
Operating Expenses	232,416	228,260	298,340	294,863
Capital Outlay	9,295	-	-	-
TOTAL	832,950	917,647	904,084	1,022,776
POSITIONS	15	13	13	26
FULL TIME EQUIVALENTS	15.00	13.00	13.00	22.75

FUNCTION:
Pursuant to Florida Statute 29.02 Court Reporters are designated to record the proceedings of all Circuit Criminal Courts. In so doing, the Court Reporter and the program is established not only for the purpose of creating a verbatim record
but is responsible for the generation and retention of transcripts used in the appellate process.

GOALS AND OBJECTIVES FOR 1993-94:
* To record and transcribe all Court proceedings utilizing the methodology of computerized aided transcription equipment.
* To record all testimonies and proceedings of court trials.
* To identify participants by name or mnemonic method to facilitate recording.
* To read aloud statements of participants as requested during proceedings and deliberations in and out of court.
* To work with Text Editor, providing editing as necessary in the translation and production of typed transcripts and assuming responsibility for accuracy.

DEPARTMENT: JUDICIAL **ORGANIZATION: PRETRIAL SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	154,177	414,252	412,273	456,151
Operating Expenses	18,665	30,700	25,966	16,146
Capital Outlay	61,212	-	-	2,342
TOTAL	234,054	444,952	438,239	474,639
POSITIONS	13	13	13	13
FULL TIME EQUIVALENTS	13.00	13.00	13.00	13.00

FUNCTION:
Pretrial Services investigates defendants and provides the State Attorney, Public Defender, defense counsel and Courts with verified information prior to the First Appearance Hearing. The information gathered 1) contibutes to the timeliness and early disposal of cases, 2) aids in the identification of defendant indigency and 3) aids in the identification of possible cases that might be declared in conflict with the Public Defender. Pretrial Services was a newly created program in FY 1992.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total number of defendants screened	n/a	26,000	30,000
Total number of defendants interviewed	n/a	12,000	16,000
Total number of straight O.R. bonds	n/a	2,200	3,000
Percent of O.R. bond return	n/a	87	87
Percent of O.R. bond failure to appear	n/a	13	13

PALM BEACH COUNTY

DEPARTMENT: JUDICIAL **ORGANIZATION: JUVENILE/FAMILY SUPPORT SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	-	20,000	70,000
TOTAL	-	-	20,000	70,000
APPROPRIATIONS				
Personal Services	426,705	468,654	468,654	485,332
Operating Expenses	13,145	21,968	21,731	20,068
TOTAL	439,850	490,622	490,385	505,400
POSITIONS	12	12	12	12
FULL TIME EQUIVALENTS	12.00	12.00	12.00	12.00

FUNCTION:
The main functions of the Juvenile/Family Support Services are: 1) To conduct intensive case studies in custody disputes and make recommendations to eight family court judges, 2) To investigate losses of victims of juvenile crimes and report to three juvenile court judges on investigative findings, and 3) To assist victims of juvenile crime with the justice system and the protection of their rights. This program was transferred from Public Safety to Judicial during FY 1991-92.

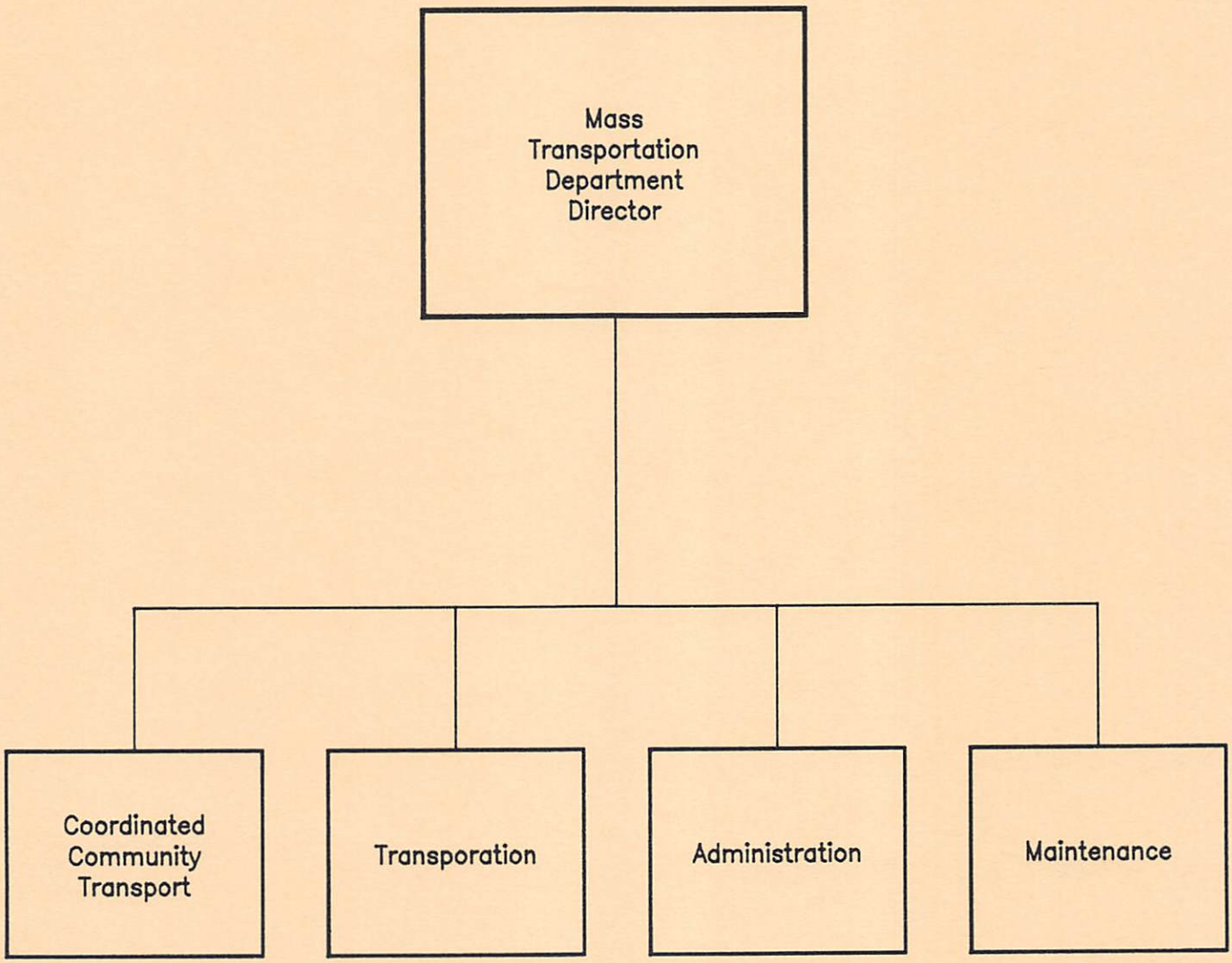
GOALS AND OBJECTIVES FOR 1993-94:
* To investigate and assist victims of crimes committed by juveniles.
* To enhance tracking system for juvenile victim assistance program.
* To provide consultations to victims, judges, attorneys, counselors and the community.
* To provide community outreach for victims of juvenile crime.
* To develop referral resource manual of services for victims of crime.
* To continue longitudinal study on custody evaluation cases.
* To explore the feasibility of supervised visitation programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Restitution:	-	-	-
Total number of new cases	n/a	6,400	6,600
Total number concluded	n/a	5,600	5,800
Total amount of restitution ordered	n/a	364,000	375,000
Custody Evaluations:	-	-	-
Total number of new cases	n/a	250	275
Total number concluded	n/a	225	250
Cost of services billed	n/a	118,000	120,000

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

Mass Transportation Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: MASS TRANSPORTATION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	2,916,072	9,759,142	7,203,662	10,527,628
Other Intergovt'l Revenue	-	-	32,000	31,970
Rental Revenues	158,009	125,010	90,000	138,020
Other Charges for Services	1,847,615	1,731,055	1,625,000	1,716,000
Interest Revenues	50,038	53,000	50,000	28,000
Miscellaneous Revenues	186,632	659,279	525,024	365,700
Interfund Transfers	183,837	-	203,000	228,000
Fund Balance	26,309	-	-	-
TOTAL	5,368,514	12,327,486	9,728,686	13,035,318
APPROPRIATIONS				
Personal Services	1,818,877	1,994,479	1,076,000	1,069,100
Operating Expenses	7,683,057	8,350,688	8,998,439	10,086,824
Capital Outlay	12,826	7,387,000	5,005,223	7,574,970
TOTAL	9,514,760	17,732,167	15,079,662	18,730,894
POSITIONS	167	167	167	162
FULL TIME EQUIVALENTS	166.50	167.00	167.00	161.50

BUDGET NARRATIVE:

The Mass Transportation Department, better known as CoTran, provides public bus transportation throughout the County. The Department, through its citizens' advisory board, also assists in planning for future County Transportation needs.

With the assistance of its citizens' advisory board, CoTran determined there was a need for a County Dial-A-Ride Program. County Commissioners approved extra funding for the program which began in fiscal year 1988. The Dial-A-Ride system provides transportation for the handicapped and elderly who cannot use regular bus service or are not provided transportation by some other agency.

The County, working with Broward and Dade Counties as well as the Florida Department of Transportation, implemented the Tri-County Commuter Rail System which is an alternative to commuting to and from work on Interstate 95. In September 1990, CoTran began directly providing shuttle bus service to the six Tri-County Rail stations in Palm Beach County. Cotran will commence development of the downtown intermodal transfer facility in FY 1993. This facility is expected to be completed in FY 1995.

DEPARTMENT: MASS TRANSPORTATION **ORGANIZATION: COTRAN**

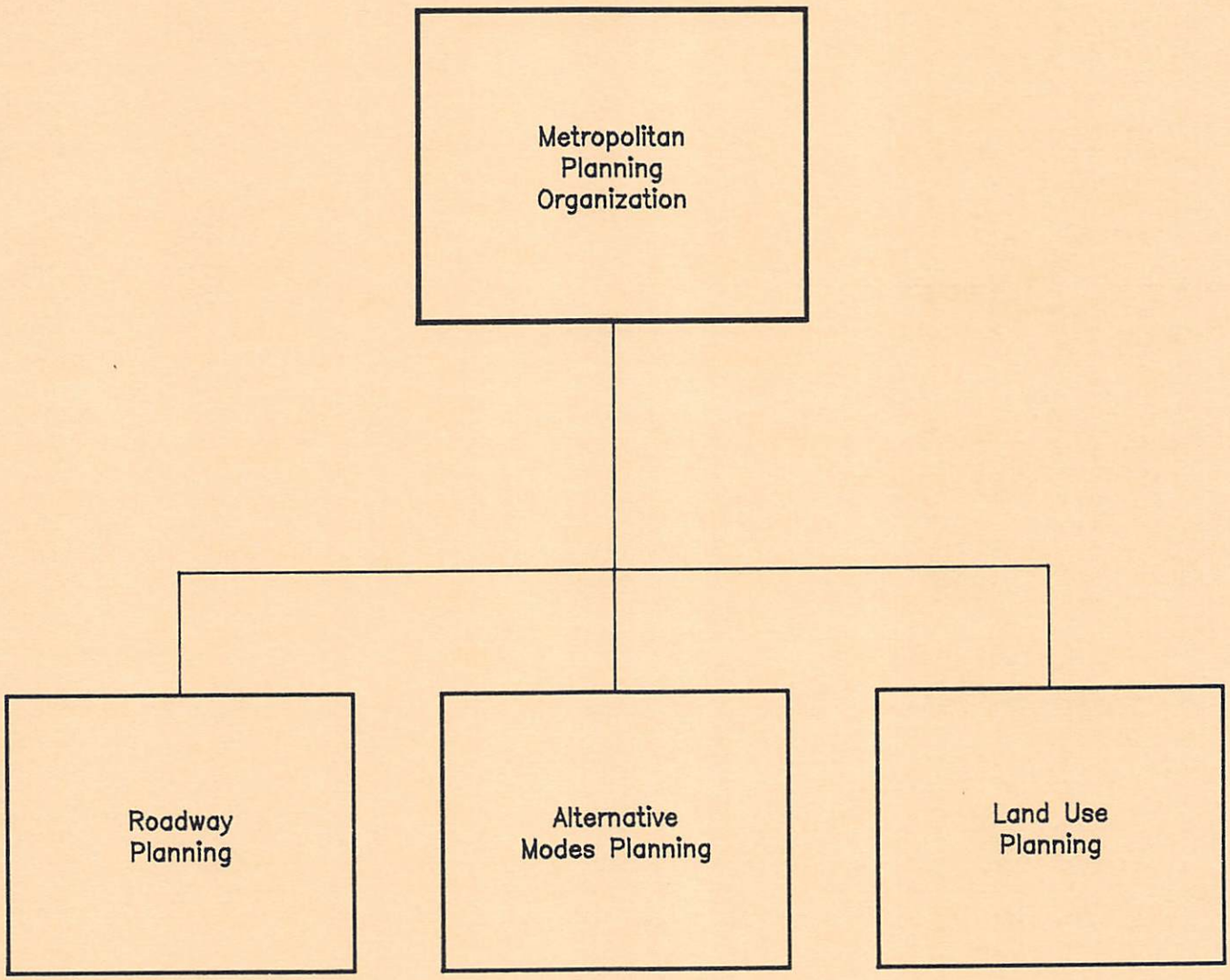
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	2,916,072	9,759,142	7,203,662	10,527,628
Other Intergovt'l Revenue	-	-	32,000	31,970
Rental Revenues	158,009	125,010	90,000	138,020
Other Charges for Services	1,847,615	1,731,055	1,625,000	1,716,000
Interest Revenues	50,038	53,000	50,000	28,000
Miscellaneous Revenues	186,632	659,279	525,024	365,700
Interfund Transfers	183,837	-	203,000	228,000
Fund Balance	26,309	-	-	-
TOTAL	5,368,514	12,327,486	9,728,686	13,035,318
APPROPRIATIONS				
Personal Services	1,818,877	1,994,479	1,076,000	1,069,100
Operating Expenses	7,683,057	8,350,688	8,998,439	10,086,824
Capital Outlay	12,826	7,387,000	5,005,223	7,574,970
TOTAL	9,514,760	17,732,167	15,079,662	18,730,894
POSITIONS	167	167	167	162
FULL TIME EQUIVALENTS	166.50	167.00	167.00	161.50

FUNCTION:
To provide a viable, cost-effective alternative means of transporting residents and visitors within Palm Beach County along the urban strip and within the rural area of the Glades. Fixed route services are provided from 4:52 a.m. to 11:00 p.m. Monday through Saturday, Spectran Dial-A-Ride services are provided from 7:00 a.m. to 10:00 p.m. Monday through Saturday and feeder bus service to the Tri-County Commuter Rail is provided weekdays, Saturdays and Sundays. Coordination of all special agency transportation through the Community Coordinated Transportation Program is also provided.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete the architectural and engineering design of the Intermodal Transit Transfer facility in downtown West Palm Beach.
* To pursue a specific location site for a new transit operating facility.
* To pursue the option penny gasoline tax, earmarked for transit, by referendum and/or the Board of County Commissioners.
* To maintain ridership levels established in 1992, given current budget levels.
* To maintain a 90% on-time performance for all peak hour service and 95% on-time performance for all non-peak hour service.
* To maintain a 99.5% level of bus trips met.
* To maintain a passenger per revenue mile ratio of 1.0

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total passengers - systemwide	2,533,168	2,600,000	2,700,000
Number of route miles traveled	3,190,515	3,200,000	3,200,000
Number of Dial-A-Ride passenger trips	43,959	60,000	75,000
Farebox recovery ratio	26.4	26.0	27.0
Net cost per passenger trip	2.21	2.32	2.44
Operating cost per bus mile	1.51	1.59	1.66
Maintenance cost per bus mile	0.50	0.53	0.56
Passengers (average) per revenue mile	.93	1.0	1.0

Metropolitan Planning Organization



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: METROPOLITAN PLANNING ORGAN

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	472,662	978,327	698,846	1,189,758
Other Charges for Services	219	-	100	-
Interest Revenues	-5,906	-	-	-
Miscellaneous Revenues	-	-	1,200	-
Fund Balance	-30,789	-	-	-
TOTAL	436,186	978,327	700,146	1,189,758
APPROPRIATIONS				
Personal Services	384,296	434,466	440,282	490,723
Operating Expenses	116,345	884,890	333,965	683,301
Capital Outlay	-	-	12,016	7,300
Non-Operating	183,837	2,500	203,000	228,000
TOTAL	684,478	1,321,856	989,263	1,409,324
POSITIONS	8	8	8	8
FULL TIME EQUIVALENTS	8.00	8.00	8.00	8.00

BUDGET NARRATIVE:

The Metropolitan Planning Organization is responsible for transportation planning for Palm Beach County. The planning activities encompass highways, buses, rail, bicycles and pedestrians. The MPO also addresses air quality from mobile sources in response to designation of the County as nonattainment by the Environmental Protection Agency. The planning horizons used by the MPO are short-term (five years) and long-range (twenty years and build-out). The Staff reviews potential transportation impacts from development proposals, DRI's, land use changes and similar items. Growth and travel indicators, such as traffic volumes, transit ridership and construction activity, is obtained from other agencies and compiled for input to the planning process. The staff provides input to the Comprehensive Plan Transportation elements for the County and municipalities. Corridor and area studies are performed to address specific issues. The MPO is also the designated Community Transportation Coordinator for Transportation disadvantaged services. In this role, the MPO coordinates the providers of services to ensure efficient utilization of resources in addressing the needs of the transportation disadvantaged.

DEPARTMENT: METROPOLITAN PLANNING ORGAN ORGANIZATION: METRO PLANNING ORGANIZATION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	472,662	978,327	698,846	1,189,758
Other Charges for Services	219	-	100	-
Interest Revenues	-5,906	-	-	-
Miscellaneous Revenues	-	-	1,200	-
Fund Balance	-30,789	-	-	-
TOTAL	436,186	978,327	700,146	1,189,758
APPROPRIATIONS				
Personal Services	384,296	434,466	440,282	490,723
Operating Expenses	116,345	884,890	333,965	683,301
Capital Outlay	-	-	12,016	7,300
Non-Operating	183,837	2,500	203,000	228,000
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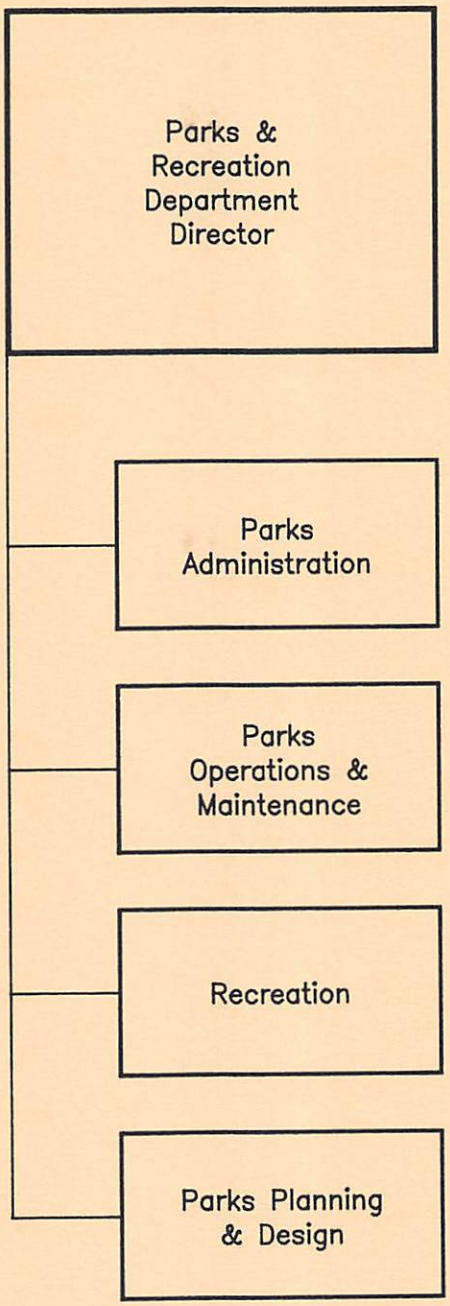
POSITIONS	8	8	8	8
FULL TIME EQUIVALENTS	8.00	8.00	8.00	8.00

FUNCTION:
The Metropolitan Planning Organization (MPO) is responsible for transportation planning for Palm Beach County. These planning activities encompass highways, transit buses, rail, bicycles and pedestrians. The planning horizons used by the MPO are short-term (five years) and long-range (twenty years and build-out). The staff provides input to the Comprehensive Plan Transportation elements for the County and municipalities. Specific issues are addressed by corridor and area studies. The MPO also serves as the designated Community Transportation Coordinator for the provision of services to the transportation disadvantaged.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide long-range transportation plans to manage growth and meet the public needs.
* To assist in the development of short-term improvement programs to meet existing transportation problems.
* To fulfill Federal and State requirements to ensure continued funding of transportation programs.
* To coordinate transportation services for the transportation disadvantaged.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Board generated special studies	2	2	2
Transportation study updates	2	2	2
Required transportation planning documents	3	3	3

Parks & Recreation Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PARKS & RECREATION

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Intergovt'l Revenue	125,337	-	110,361	-
Parking Revenues	197,339	210,000	210,000	218,475
Parks Program Activity Fees	278,500	258,761	291,791	259,507
Greens & Cart Fees	1,049,776	1,247,783	1,087,000	1,200,000
Parks-Swimming Pools	157,224	275,231	200,387	212,693
Parks Concessions	278,215	447,375	249,095	302,096
Parks-Other Fees	-	175,000	125,000	210,000
Rental Revenues	417,243	436,500	435,300	490,300
Interest Revenues	9,096	9,000	5,000	4,000
Miscellaneous Revenues	13,562	-	29,738	-
Interfund Transfers	225,000	75,000	79,800	75,000
Fund Balance	206,552	209,465	118,753	141,892
TOTAL	2,957,848	3,344,115	2,942,225	3,113,963
APPROPRIATIONS				
Personal Services	12,240,950	13,887,545	13,264,441	14,515,256
Operating Expenses	5,568,454	5,934,597	5,809,800	6,348,069
Capital Outlay	502,395	691,159	426,744	906,384
Debt Service	18,697	21,000	20,400	20,500
Non-Operating	-317,716	-591,053	-485,000	-366,625
TOTAL	18,012,780	19,943,248	19,036,385	21,423,584
POSITIONS	402	404	408	394
FULL TIME EQUIVALENTS	392.09	394.06	398.34	384.06

BUDGET NARRATIVE:

The functions of the Parks and Recreation Department are to develop and maintain the County's 66 park sites, totalling over 6,000 acres, and to provide recreational facilities and programming for County residents.

Development continued in Fiscal Year 1993 as a result of the 1986 Bond Issue ($30 Million), the Capital Improvement Program, Grants and Impact Fees. Development projects were initiated and/or completed in the following parks: Okeeheelee, John Prince, Bert Winters, South County Regional, Phil Foster, Burt Reynolds, Veterans and Coral Cove. The new 18,000 sq. ft. Okeeheelee Nature Center and the new 32,000 sq. ft. Morikami Museum were opened. Design of the 27 hole Okeeheelee Golf Course was completed. A new 50 meter pool was opened in the North County. Construction began on the South County Civic Center.

Plans are being pursued to lease portions of Peanut Island as a County Park. Work is continuing on acquiring land for the West Central District Park. Interim management of 420 acres Reese Groves was begun.

The Parks Division's Natural Areas crew, with the assistance of the Urban Conservation Corps, continued to remove exotic vegetation from County Parks as well as completing plantings for enhancement. The Recreation Division's programs and beach attendance remain constant and the effort to increase use of volunteers continues to be successful.

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: PARKS DEPT ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	30,458	-	-	-
Parks Concessions	229,904	372,725	202,635	227,858
Miscellaneous Revenues	-979	-	757	-
Interfund Transfers	150,000	-	-	-
TOTAL	409,383	372,725	203,392	227,858
APPROPRIATIONS				
Personal Services	638,130	681,995	678,697	716,632
Operating Expenses	181,281	187,806	178,510	185,841
Capital Outlay	48,988	2,100	3,800	-
TOTAL	868,399	871,901	861,007	902,473
POSITIONS	15	15	15	15
FULL TIME EQUIVALENTS	14.60	14.60	14.60	14.60

FUNCTION:
Administration plans and manages the operations of the County's parks and recreation programs. This Division coordinates and directs the administrative and managerial activities of the Parks Maintenance, Recreation, Administrative Services and Planning and Design Divisions to effectively develop, monitor and program the County parks.

GOALS AND OBJECTIVES FOR 1993-94:
* To automate the picnic reservation system.
* To automate program registration and facility management functions countywide.
* To complete automation of the capital project financial management system.
* To complete construction of a new County golf course at Okeeheelee Park.
* To pursue acquisition or lease of Peanut Island for use as a County park.
* To obtain grants from Florida Inland Navigation District, Florida Recreation and Development Assistance Program and Florida Boating Improvement Program.
* To initiate RFP process for two additional service concessions.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Ratio of net administrative cost to net operating costs	.041	.041	.050
Number of persons utilizing reserved picnic pavilions	n/a	150,000	150,000
Dollar volume of CIP projects (millions)	37	34	30

PALM BEACH COUNTY

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: PARKS PLANNING & DESIGN**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	370,138	407,985	409,778	472,240
Operating Expenses	22,172	28,654	25,123	28,698
Capital Outlay	4,365	-	-	-
Non-Operating	-94,392	-112,798	-110,000	-80,000
TOTAL	302,283	323,841	324,901	420,938
POSITIONS	8	8	8	9
FULL TIME EQUIVALENTS	7.60	7.60	7.60	8.60

FUNCTION:
The Planning and Design Division is responsible for overseeing long range planning and for developing site plans, management plans, designs and landscape construction plans for existing and future County parks.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete construction of all $30 Million Park Development Bond Projects except South County Regional Park (completion 1995-1996).
* To initiate design for all projects funded by impact fees.
* To complete design of the District Park for the west-central area.
* To initiate design of Ocean Cay property.
* To complete operational management plan for Reese Grove.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of in-house park design projects	20	20	20
Number of consultant design projects monitored	22	20	20
Number of park construction projects monitored	17	20	20
Number of development projects reviewed (land development process)	253	250	275

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: PARKS MAINTENANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Concessions	11,801	37,500	10,000	37,500
Rental Revenues	411,636	430,500	430,500	455,500
Miscellaneous Revenues	-1,903	-	789	-
Interfund Transfers	75,000	75,000	75,000	75,000
TOTAL	496,534	543,000	516,289	568,000
APPROPRIATIONS				
Personal Services	6,051,761	7,021,460	6,568,771	7,290,490
Operating Expenses	3,787,570	3,883,332	3,836,762	3,945,373
Capital Outlay	384,260	286,718	307,365	736,575
Debt Service	18,697	21,000	20,400	20,500
Non-Operating	-373,324	-565,230	-375,000	-370,000
TOTAL	9,868,964	10,647,280	10,358,298	11,622,938
POSITIONS	215	214	214	208
FULL TIME EQUIVALENTS	214.50	213.50	213.50	207.60

FUNCTION:
The Parks Maintenance Division is responsible for construction, landscaping and maintenance of all parks within the County system, and landscaping and grounds maintenance at facilities not affiliated with the Parks & Recreation Department. It is also responsible for administering a Natural Areas maintenance and enhancement program. This is accomplished with in-house personnel and through coordinated efforts with other County agencies and private contractors.

GOALS AND OBJECTIVES FOR 1993-94:
* Maintain 1,523 acres of turf, trees, shrubbery and ground cover in accordance with documented Park Maintenance and Productivity Standards.
* Maintain 77 restroom facilities in accordance with Park Maintenance and Productivity Standards of a minimum of once per day.
* Ensure that all park ground and building hazards are abated within 48 hours and all vandalistic acts are repaired within 5 days of notice.
* Maintain a minimum of 150 acres of park natural area and native ecosystems to include: exotic removal, habitat restoration and public education.
* Expand the "Adopt-A-Shore" volunteer maintenance program to include a minimum of four additional park locations.
* Maintain 9,000 linear feet of park beach frontage in accordance with Park Maintenance and Productivity Standards of a minimum of twice per week.
* Maintain 50 softball/baseball fields in accordance with Park Maintenance and Productivity Standards of a minimum of five times per week.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Per capita cost for maintenance of developed acres	8.90	8.70	8.60
Operations cost per developed acre	4,861	4,638	4,512
Miles of medians maintained	4	4	4

PALM BEACH COUNTY

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: NATURAL AREAS MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	78,935	99,089	100,888	-
Operating Expenses	13,459	10,465	11,645	-
TOTAL	92,394	109,554	112,533	-
POSITIONS	2	2	2	-
FULL TIME EQUIVALENTS	2.00	2.00	2.00	-

FUNCTION:
The Natural Areas Management and Development Section had the responsibility of establishing a program that promoted stewardship of the Park System's natural areas, through the development and management in a way that protects and enhances these lands and that furthered the public's utilization, understanding and enjoyment of these areas. The Section was eliminated and the employees transferred to other areas within the Department for FY 1993-94.

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: PARKS PARKING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parking Revenues	197,339	210,000	210,000	218,475
TOTAL	197,339	210,000	210,000	218,475
APPROPRIATIONS				
Personal Services	57,440	60,218	63,612	63,519
Operating Expenses	73,221	75,876	74,274	75,876
Capital Outlay	-	-	-	-
TOTAL	130,661	136,094	137,886	139,395
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	2.38	2.38	2.38	2.38

FUNCTION:
To provide a mechanism by which a fee can be charged and collected for parking at County beach parks.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop cash collection policies and procedures.
* To maximize profits to the extent possible while maintaining flexibility in charges and hours of operations.
* To provide additional security and information services to park patrons through on-site County personnel.

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: RECREATION - SUPPORT SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	-	-	250	-
TOTAL	-	-	250	-
APPROPRIATIONS				
Personal Services	4,061,679	423,072	427,450	452,161
Operating Expenses	665,195	64,960	61,827	76,594
Capital Outlay	30,879	-	-	-
TOTAL	4,757,755	488,032	489,277	528,755
POSITIONS	115	10	11	9
FULL TIME EQUIVALENTS	111.25	9.60	10.63	9.00

FUNCTION:
Support Services provides direction to the daily operations and long range planning issues of the Recreation Division's fourteen service sections and administrative coordination of those budgets; interfaces with other departmental and County Division/Departments; prepares agenda items and reports; acts as liaison to Advisory Boards and user groups; coordinates volunteer services; provides support for program registrations; maintenance of department mailing lists; coordination of departmental marketing efforts and printed materials/publications; and manages the permitting of facilities.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop a volunteer award and recognition program.
* To network the various program registration processes used within the Division.
* To develop or sponsor four in-house staff training programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of individual volunteers	279	909	1,300

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: WESTGATE COMMUNITY CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	-	2,126	2,126	22,125
Miscellaneous Revenues	43	-	-	-
TOTAL	43	2,126	2,126	22,125
APPROPRIATIONS				
Personal Services	131,819	144,028	146,383	163,518
Operating Expenses	72,004	79,550	72,666	80,635
Capital Outlay	5,436	3,000	3,000	-
TOTAL	209,259	226,578	222,049	244,153
POSITIONS	5	5	5	5
FULL TIME EQUIVALENTS	4.50	4.50	4.50	4.50

FUNCTION:
The Westgate Community Center is the responsibility of the Recreation Division. The staff and facility is responsible for providing a wide range of recreational opportunities for the citizens of the Westgate area, as well as housing other social service providers.

GOALS AND OBJECTIVES FOR 1993-94:
* To upgrade the level of customer services currently offered through program and facility based services.
* To increase community awareness of programs through flyers, monthly calendars and bulletin board announcements.
* To identify and implement operational methods and procedures that will improve service efficiency and staff performance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	38,312	36,500	37,000
Number of programs - direct and indirect	64	85	85
Number of volunteer hours generated	1,680	1,500	1,600
Number of daily activities	1,397	1,250	1,300

PALM BEACH COUNTY

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: WEST JUPITER COMMUNITY CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	2,895	4,200	34,000	35,750
TOTAL	2,895	4,200	34,000	35,750
APPROPRIATIONS				
Personal Services	121,314	135,354	125,722	138,428
Operating Expenses	89,363	88,403	76,547	83,975
Capital Outlay	936	1,000	945	4,323
TOTAL	211,613	224,757	203,214	226,726
POSITIONS	5	5	5	4
FULL TIME EQUIVALENTS	4.63	4.63	4.63	3.88

FUNCTION:
The West Jupiter Community Center is the responsibility of the Recreation Division. The staff and facility is responsible for providing a wide range of recreational opportunities and leisure education for the citizens of North County, as well as housing other social service providers.

GOALS AND OBJECTIVES FOR 1993-94:
* To conduct a leisure needs assessment for the targeted areas.
* To initiate a special program for at-risk youth utilizing funds obtained through a private donor.
* To identify and implement operational methods and procedures that will improve service efficiency and staff performance.
* To develop a site specific capital improvement program to upgrade existing facility conditions.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	47,064	47,000	47,000
Number of programs - direct and indirect	49	95	95
Number of volunteer hours generated	3,968	5,000	5,000
Number of daily activities	1,342	900	950

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: VETERANS PARK COMMUNITY CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	9,332	5,985	7,800	8,190
TOTAL	9,332	5,985	7,800	8,190
APPROPRIATIONS				
Personal Services	32,482	36,773	36,375	69,411
Operating Expenses	29,358	32,375	28,855	29,228
Capital Outlay	1,576	-	-	3,130
TOTAL	63,416	69,148	65,230	101,769
POSITIONS	1	1	1	2
FULL TIME EQUIVALENTS	1.00	1.00	1.00	2.00

FUNCTION:
The Veterans Park Community Center provides limited recreational programs for all ages as well as the coordination of meeting space for area civic and homeowners associations. The facility provides housing for certain community service activities through outreach agencies. Due to limited staff, the center operates primarily through the use of volunteers.

GOALS AND OBJECTIVES FOR 1993-94:
* To increase the use of volunteers by 10%.
* To develop a proposal for a Citizens' Advisory Board to increase community involvement and input.
* To identify and implement operational methods and procedures that will improve service efficiency and staff performance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	45,693	31,400	32,000
Number of programs - direct and indirect	54	42	45
Number of volunteer hours generated	2,566	2,700	3,000
Number of daily activities	963	880	900

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: MORIKAMI MUSEUM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Concessions	5,800	6,825	6,825	7,166
Parks-Other Fees	-	175,000	125,000	210,000
TOTAL	5,800	181,825	131,825	217,166
APPROPRIATIONS				
Personal Services	142,113	267,419	233,167	296,817
Operating Expenses	74,154	219,695	148,186	290,385
Capital Outlay	2,786	4,150	4,150	4,500
TOTAL	219,053	491,264	385,503	591,702
POSITIONS	3	6	6	6
FULL TIME EQUIVALENTS	3.00	6.00	6.00	6.00

FUNCTION:
The Morikami Museum, operating within the Recreation Division, focuses on the theme of interpreting Japanese culture and the Japanese-American heritage of Palm Beach County. The facility offers permanent and temporary exhibits. The staff at the facility offers the statewide collection of bonsai, educational classes, guided tours and five special events annually. The facility features several Japanese gardens, picnic areas and a nature-hiking trail.

GOALS AND OBJECTIVES FOR 1993-94:
* To produce six new exhibits and three festivals in conjunction with Morikami, Inc.
* To expand the Museum's marketing program to increase visitors/users by 15%.
* To conduct 350 direct and indirect programs.
* To improve the volunteer training program.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total museum attendance	128,997	160,000	175,000
Number of volunteer hours generated	11,127	15,873	16,000
Number of programs direct and indirect	378	310	350
Number of daily activites	380	3,330	3,500

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: RECREATION - PROGRAMMING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	235,815	241,700	246,865	191,442
Parks Concessions	21,491	26,250	24,092	23,877
Miscellaneous Revenues	3,440	-	-	-
TOTAL	260,747	267,950	270,957	215,319
APPROPRIATIONS				
Personal Services	-	775,216	750,448	806,615
Operating Expenses	-	354,206	345,589	454,702
Capital Outlay	-	2,000	2,000	2,000
TOTAL	-	1,131,422	1,098,037	1,263,317
POSITIONS	-	20	20	19
FULL TIME EQUIVALENTS	-	20.00	20.00	19.00

FUNCTION:
The Recreation Programs Section of the Recreation Division is responsible for providing recreational programs and facilities for all ages in Athletics, Cultural Programs, Special Populations and Special Events under a regionalized philosophy of service delivery.

GOALS AND OBJECTIVES FOR 1993-94:
* To increase use of volunteers for recreation purposes, activities and clerical assistance.
* To continue to upgrade the level of customer service offered through program and facility based services.
* To identify and implement operational methods and procedures that will improve service efficiency and staff performance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	n/a	863,575	865,000
Number of programs direct/indirect	n/a	617	607
Number of volunteer hours generated	n/a	10,495	10,500
Number of daily activities	n/a	8,904	8,895

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: RECREATION - AQUATICS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks-Swimming Pools	157,224	275,231	200,387	212,693
Parks Concessions	3,838	1,575	3,043	3,195
Miscellaneous Revenues	282	-	152	-
TOTAL	161,345	276,806	203,582	215,888
APPROPRIATIONS				
Personal Services	-	3,224,913	3,062,057	3,379,232
Operating Expenses	-	286,607	257,235	306,991
Capital Outlay	-	37,800	34,500	37,650
TOTAL	-	3,549,320	3,353,792	3,723,873
POSITIONS	-	88	87	86
FULL TIME EQUIVALENTS	-	84.25	83.75	82.75

FUNCTION:
The Aquatics Section of the Recreation Division includes the operation of one seasonal and three year-round pools, the provision of lifeguard services at County-owned beaches and the coordination of general water based activities. The pools provide services in the categories of recreational, competitive and water safety programs. The Beach Patrol provides active water safety supervision of designated open water bathing areas and performs public water safety education, lifeguard training programs and assists with the sea turtle nest protection program.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement the opening of the North County Pool operation.
* To restructure Santaluces Pool from a year-round to seasonal operation.
* To identify and implement operational methods and procedures that will improve service efficiency and staff performance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total attendance at beaches	n/a	3,686,035	3,408,035
Programs conducted direct-indirect	n/a	25	23
Volunteer hours generated	n/a	1,320	1,300
Daily Activies	n/a	50	46
Total attendance at pools	n/a	302,740	320,000
Programs conducted direct-indirect	n/a	950	950
Volunteer hours generated	n/a	2,750	2,800
Daily activities	n/a	14,500	15,000

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: OKEEHEELEE NATURE CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Parks Program Activity Fees	-	4,750	1,000	2,000
TOTAL	-	4,750	1,000	2,000
APPROPRIATIONS				
Personal Services	35,595	98,899	81,539	94,185
Operating Expenses	16,067	88,809	65,391	93,471
TOTAL	51,662	187,708	146,930	187,656
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	2.50	2.50

FUNCTION:
The function of the Okeeheelee Nature Center is to provide a facility where the public can come to learn about, appreciate and value the natural environments of Palm Beach County.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete the development of the facilities at the Center, especially the exhibit spaces.
* To expand the program of activities, events and field trips which will make the varied natural areas of Palm Beach County accessible to residents and visitors.
* To recruit and employ community leaders and volunteers to advise and staff the center and its programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	-0-	8,750	15,000
Number of programs direct and indirect	-0-	31	60
Number of volunteer hours generated	-0-	312	1,000
Number of daily activities	-0-	25	30

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: SOUTH COUNTY CIVIC CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	6,326	-	45,372
Operating Expenses	-	5,275	4,265	48,214
Capital Outlay	-	-	-	3,500
TOTAL	-	11,601	4,265	97,086
POSITIONS	3	3	3	2
FULL TIME EQUIVALENTS	3.00	3.00	3.00	2.00

FUNCTION:
The South County Civic Center provides for limited recreational activities and meeting space for the community and various organizations.

GOALS AND OBJECTIVES FOR 1993-94:
* To secure supplies, equipment, hire staff and review all facility operations so that the new Center will open in last quarter of Fiscal Year.
* To open the Center for operation.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Attendance	-0-	1,000	15,000
Number of programs direct and indirect	-0-	5	25
Number of volunteer hours generated	-0-	50	500
Number of daily activities	-0-	40	500

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: SOUTHWINDS GOLF COURSE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Greens & Cart Fees	1,049,776	1,247,783	1,087,000	1,200,000
Parks Concessions	5,378	2,500	2,500	2,500
Rental Revenues	5,607	6,000	4,800	4,800
Interest Revenues	9,096	9,000	5,000	4,000
Miscellaneous Revenues	2,581	-	-	-
Fund Balance	206,552	209,465	118,753	141,892
TOTAL	1,278,992	1,474,748	1,218,053	1,353,192
APPROPRIATIONS				
Personal Services	418,510	504,798	462,676	510,138
Operating Expenses	510,965	528,584	544,301	646,679
Capital Outlay	16,675	354,391	69,184	113,000
Non-Operating	150,000	86,975	-	83,375
TOTAL	1,096,150	1,474,748	1,076,161	1,353,192
POSITIONS	21	21	21	22
FULL TIME EQUIVALENTS	17.63	18.00	18.25	18.25

FUNCTION:
To provide an 18 hole championship golf course facility with contractual golf professionals and concessionaire services.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue the improvement of course playing conditions.
* To develop a plan for renovation of the clubhouse and identify options for financing that plan.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of rounds played	60,082	61,000	62,000
Attendance - golf program and facility usage	14,143	12,000	12,500

DEPARTMENT: PARKS & RECREATION **ORGANIZATION: RECREATION - GRANTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Intergovt'l Revenue	125,337	-	110,361	-
Miscellaneous Revenues	10,037	-	27,790	-
Interfund Transfers	-	-	4,800	-
TOTAL	135,374	-	142,951	-
APPROPRIATIONS				
Personal Services	101,033	-	116,878	16,498
Operating Expenses	18,939	-	11,594	1,407
Capital Outlay	6,494	-	1,800	1,706
TOTAL	126,467	-	130,272	19,611
POSITIONS	3	-	4	1
FULL TIME EQUIVALENTS	3.00	-	4.00	1.00

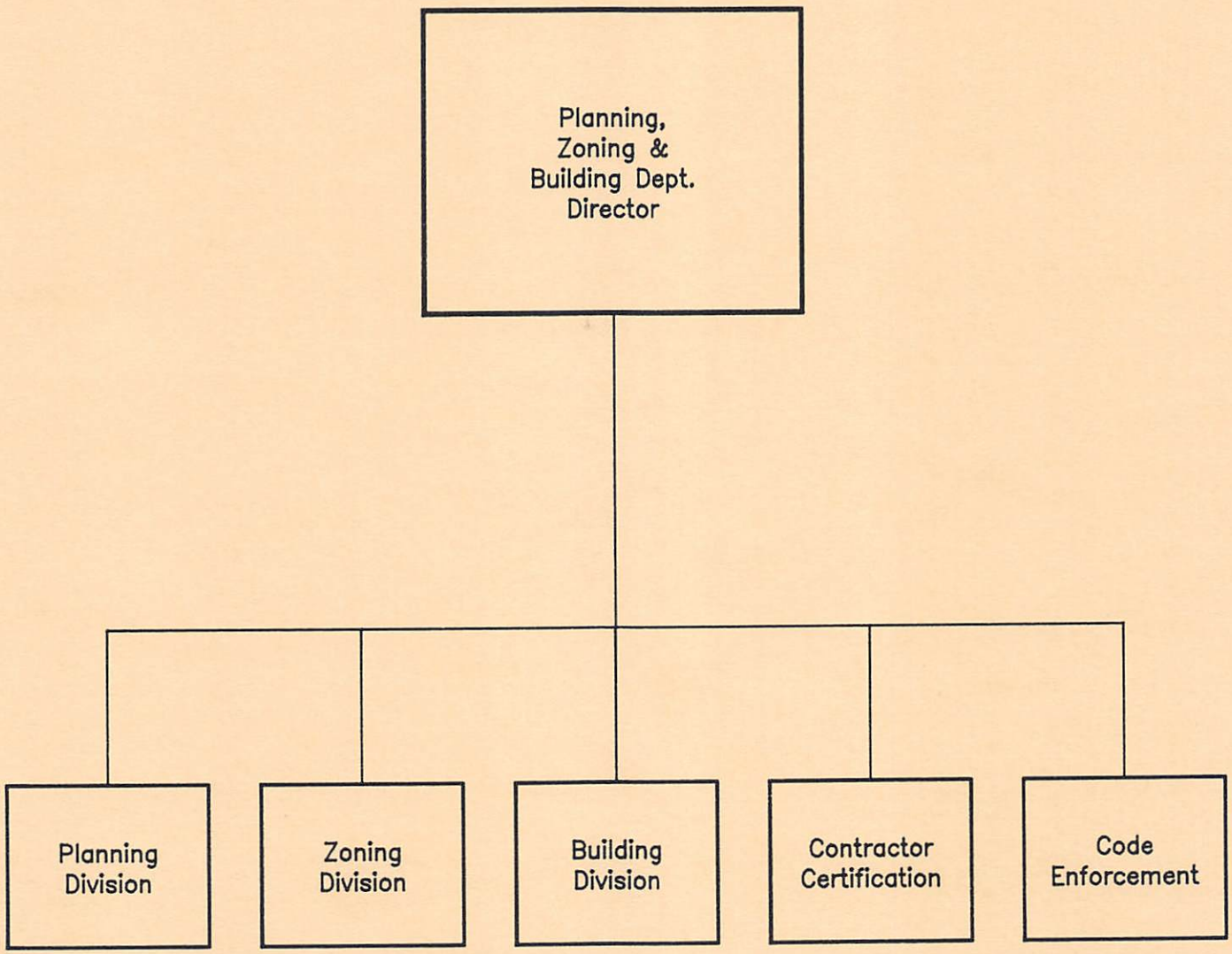
BUDGET COMMENT:
The Therapeutic Recreation Grant from the Children's Council provides after school programs and summer day camps for severely disabled youth, ages 7-13, as part of the Special Populations Section of the Recreation Division.

GOALS AND OBJECTIVES FOR 1993-94:
* To decrease negative and inappropriate behavior in S.E.D. youth ages 7-13.
* To offer personalized leisure alternatives to S.E.D. youth ages 7-13.
* To provide S.E.D. youth ages 7-13 with the skills necessary to participate in normalized activities.
* To facilitate a positive link between the school, the Therapeutic Recreation Program and the families of S.E.D. youth ages 7-13.

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

Planning, Zoning & Building Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PLANNING, ZONING & BUILDING

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Occupational Licenses	318,399	135,000	193,780	195,000
Building Permits & Zoning Fees	7,619,742	6,284,900	7,500,000	7,800,000
Other Licenses & Permits	332,945	380,100	150,000	300,000
Federal/State Grants	2,789	-	-	-
Other Charges for Services	691,048	571,500	731,624	721,300
Fines & Forfeitures	38,758	205,000	130,000	130,000
Interest Revenues	340,363	401,000	354,725	358,000
Miscellaneous Revenues	-206,044	10,000	753	-
Interfund Transfers	-	1,666,667	1,666,667	1,666,666
Fund Balance	7,086,936	5,061,745	6,917,635	6,874,399
TOTAL	16,224,940	14,715,912	17,645,184	18,045,365
APPROPRIATIONS				
Personal Services	10,529,810	11,239,354	10,792,811	12,303,411
Operating Expenses	4,869,947	6,016,521	4,668,405	5,630,926
Capital Outlay	417,220	1,151,083	673,249	1,216,390
Debt Service	77,779	88,038	88,038	16,212
Non-Operating	-2	5,489,691	1,842,633	7,458,213
TOTAL	15,894,754	23,984,687	18,065,136	26,625,152
POSITIONS	291	288	288	277
FULL TIME EQUIVALENTS	291.00	288.00	288.00	277.00

BUDGET NARRATIVE:

The Planning, Zoning & Building Department is responsible for planning the "built environment" and regulating land development within the unincorporated areas of the County through the development of a Comprehensive Plan and its implementation through land use and construction codes and ordinances.

The Planning Division develops and implements the Comprehensive Plan to guarantee that growth is orderly and consistent. This division also insures that specific development activity is consistent with provisions of the Comprehensive Plan and has adequate public facilities and a monitoring system for capacity. Planning provides data and information on growth activity, reviews annexation activity and performs several intergovernmental functions.

Policies of the Comprehensive Plan are implemented through the activities of the Zoning Division, including rezonings, special exceptions and variances. This Division is also responsible for implementation of the Unified Land Development Code and has been responsible for administering the Landscape Code and Vegetation Protection Program.

The Building Division regulates construction through plans review, issuance of permits and field inspections to insure code compliance.

The Code Enforcement Division enforces 15 building and zoning related codes and ordinances, and until this year administered the Lot Clearing and Abandoned Auto Programs.

The Contractor Certification Division conducts a program to license tradesmen and investigates and resolves complaints against licensed and unlicensed contractors.

The Administrative Office establishes Department policies and priorities consistent with BCC direction, conducts all accounting services including revenue collection and purchasing; directs and coordinates automation activities including local area network, geographic information system and development mamagement system; monitors project adherence to development conditions and provides printing services to the Department.

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: ZONING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Building Permits & Zoning Fees	455,703	284,900	500,000	500,000
Other Licenses & Permits	4,610	100,100	-	-
Other Charges for Services	14,283	18,000	13,000	13,000
Miscellaneous Revenues	-	10,000	-	-
TOTAL	474,597	413,000	513,000	513,000
APPROPRIATIONS				
Personal Services	1,311,633	1,348,962	1,247,355	1,313,042
Operating Expenses	688,107	1,007,231	740,050	697,092
Capital Outlay	58,212	28,608	88,226	36,000
Non-Operating	329,511	842,177	834,942	1,119,219
TOTAL	2,387,463	3,226,978	2,910,573	3,165,353
POSITIONS	35	34	35	31
FULL TIME EQUIVALENTS	35.00	34.00	35.00	31.00

FUNCTION:
The Zoning Division, through BCC delegation, is responsible for the development review and processing of rezonings, development order amendments, conditional uses, variances, occupational licenses, site plans, site plan amendments, special permits, unity of title releases, vegetation removal and permitting, landscape plan reviews and DRI applications. Through the newly created Development Review Committee, the division managers review projects once reviewed by the BCC or never before checked for zoning compliance. The new code provides flexibility and expedited application review procedures. Additional responsibilities include: landscape inspections, review of sub-division plats and building permits for compliance with zoning regulations, preparation and maintenance of the Unified Land Development Code, staffing the Citizens Task Force, processing zoning verifications and maintaining records of land use approvals.

GOALS AND OBJECTIVES FOR 1993-94:
* To manage the new procedures required by the Unified Land Development Code which contains all land development regulation and three new procedures: (1) Development Review Committee which monitors and approves developments once reviewed by BCC or not reviewed at all; (2) Preapplication conference which provides an optional project review for applicants unfamiliar with zoning/development review; (3) Threshold review, which provides an environmental assessment or Public Health unit review, as required.
* To process amendments as needed to refine the new Code and procedures, focusing on flexibility and a faster development review procedure.
* To continue to expand the zoning project manager system to include greater contact with applicants, other agencies, municipalities, increased familiarity with specific geographic areas, accurate verification of application content and use of databases.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of zoning petitions processed	104	200	228
Number of variance petitions processed	130	120	88
Clients provided with information	88,939	89,000	92,000
Number of field inspections	3,271	3,200	3,600
Zoning confirmation letters	252	240	250

PALM BEACH COUNTY

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: BUILDING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Occupational Licenses	139,595	135,000	133,780	135,000
Building Permits & Zoning Fees	7,164,039	6,000,000	7,000,000	7,300,000
Other Charges for Services	373,774	345,000	498,524	511,700
Interest Revenues	398,140	400,000	336,725	340,000
Miscellaneous Revenues	8,211	-	172	-
Interfund Transfers	-	1,666,667	1,666,667	1,666,666
Fund Balance	7,086,936	5,061,745	6,917,635	6,874,399
TOTAL	15,170,696	13,608,412	16,553,503	16,827,765
APPROPRIATIONS				
Personal Services	4,992,968	5,289,599	5,281,459	6,485,384
Operating Expenses	1,496,414	1,947,051	1,551,519	2,103,097
Capital Outlay	253,224	362,905	310,275	701,190
Debt Service	72,376	77,690	77,690	-
Non-Operating	1,470,130	5,931,167	2,458,161	7,538,094
TOTAL	8,285,112	13,608,412	9,679,104	16,827,765
POSITIONS	145	145	147	147
FULL TIME EQUIVALENTS	145.00	145.00	147.00	147.00

FUNCTION:
To provide a high level of construction code enforcement for the protection of the health, safety and general welfare of the residents of Palm Beach County who work and live in the built environment. Structural strength, stability, sanitation, adequate light and ventilation are ensured by reviewing permit applications/plans, issuance of permits and performing on-site inspections at various milestones in the construction process.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop permit application procedures for anticipated Permit Center.
* To implement an automated inspection result system.
* To review NFPA National Electrical Code, 1993 Edition.
* To review and revise PBC Manufactured Buildings Code.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of plans reviewed	30,109	26,904	27,981
Number of inspections conducted - structures	109,399	124,944	129,942
Number of inspections conducted - non-structures	107,605	121,740	126,610
Average inspections/inspector	4,473	5,040	5,242
Number of permits issued	43,488	40,332	41,946
Number of residential units permitted	5,559	5,052	5,255
Number of residential sq. ft permitted	13,614,647	13,068,972	13,591,731
Construction Value in thousands of dollars	546,065	554,724	576,913

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: CONTRACTORS LICENSING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	328,071	150,000	150,000	300,000
Other Charges for Services	5,722	5,500	5,500	6,800
Fines & Forfeitures	-	125,000	-	-
TOTAL	333,794	280,500	155,500	306,800
APPROPRIATIONS				
Personal Services	418,942	470,725	394,765	426,889
Operating Expenses	168,138	104,495	105,463	160,530
Capital Outlay	-	-	-	8,000
Non-Operating	101,388	261,647	374,473	319,435
TOTAL	688,468	836,867	874,701	914,854
POSITIONS	12	12	12	11
FULL TIME EQUIVALENTS	12.00	12.00	12.00	11.00

FUNCTION:

To promote, protect and improve the health, safety and welfare of the citizens of Palm Beach County through an effective and efficient contractor's licensing system. To insure compliance with State and County construction licensing regulations. To minimize losses to the public due to unlawful conduct of both uncertified and certified contractors.

GOALS AND OBJECTIVES FOR 1993-94:

* To continue improvement of communication between the Certification Division and other divisions/departments within and outside of Planning, Zoning & Building.
* To continue, and improve efforts in educating the public regarding the laws regulating contractors in Palm Beach County and how this division can assist in protection of the public.
* To review and revise the certification renewal process, providing more efficiency for staff and making the system friendlier for contractors.
* To increase efforts in identifying and prosecuting uncertified contractors.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of violation notices	850	850	850
Number of citations	376	350	350
Documented recoveries ($)	171,066	125,000	125,000
Number of unlicensed contractors identified	821	800	800
Number of contractors' and journeymen's licenses renewed	4,307	4,500	4,500
Number of new journeymen licenses issued	120	150	150
Number of new contractors licenses issued	295	250	250

PALM BEACH COUNTY

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: PLANNING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	2,789	-	-	-
Other Charges for Services	235,086	175,500	174,600	174,800
Miscellaneous Revenues	154	-	13	-
TOTAL	238,029	175,500	174,613	174,800
APPROPRIATIONS				
Personal Services	1,765,593	1,826,638	1,715,751	1,749,066
Operating Expenses	827,160	1,012,350	830,584	742,693
Capital Outlay	-	4,800	-	41,000
Non-Operating	456,247	1,098,472	521,050	665,352
TOTAL	3,049,000	3,942,260	3,067,385	3,198,111
POSITIONS	42	41	41	36
FULL TIME EQUIVALENTS	42.00	41.00	41.00	36.00

FUNCTION:
Intergovernmental Section - Annexation, Municipal Plan Reviews, Special Studies, LPA Public Hearings, Grants, PBIA Overlay Committee, DRI, Historic Preservation, Transportation Planning.
Research/Analysis - Database Development and Maintenance, Analysis, Modeling, Forecasting, Census Reports (Data), Socio-economic Profile, Economic Public Policy Study, Creation/Implementation of Public Information Bureau.Current Planning - Regulating Consistency, Interpretations, Concurrency, Capacity Management.Comprehensive Planning - EAR, Comprehensive Plan and Map Amendments, Comp Plan Implementation/Interpretation, Monitoring and Review of Comp Plan Tasks, Consistency Review, Capital Improvement Element/Plan Updates.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue processing annexations, complete special studies, review Development of Regional Input, review Municipal Plans and amendments and coordinate with Local, State and Federal agencies on various projects and programs.
* To maintain socio-economic database, produce profiles and standard reports and market the public information bureau products.
* To begin the Exemption Extension process, continue the Concurrency Reservation process, continue Comp Plan consistency review for land use proposals and establish the capacity management program.
* To continue Comp Plan Implementation: Urban Form; Agricultural Reserve; TDR'S; Density Bonus; and Linked Open Space.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Concurrency Applications	680	665	750
Exemption Extension Applications	465	480	480
Land development proposals reviewed for concurrency	133	3,061	4,668
Number of Dev. reviewed for Comp Plan consistency	248	300	325
Number of Comp Plan Text Amendments processed (Elements)	25	18	20
Number of Comp Plan Text Amendments processed (Site Specific)	30	12	10

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: ADMINISTRATION P Z & B**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	-77,308	-	-	-
Miscellaneous Revenues	1,766	-	250	-
TOTAL	-75,542	-	250	-
APPROPRIATIONS				
Personal Services	1,252,195	1,411,956	1,306,563	1,421,096
Operating Expenses	1,239,951	1,523,629	1,065,457	1,447,014
Capital Outlay	86,712	669,835	228,813	430,200
Debt Service	-	-	-	16,212
Non-Operating	-2,534,707	-3,605,420	-2,600,833	-3,314,522
TOTAL	44,151	-	-	-
POSITIONS	37	36	34	33
FULL TIME EQUIVALENTS	37.00	36.00	34.00	33.00

FUNCTION:
To direct and coordinate activities of and set policy for the five operating Divisions of the Planning, Zoning & Building Department. To provide staff support services including personnel, budget, accounting, data automation, graphics and printing, customer service assistance and facility and grounds maintenance. To develop automated Geographic Information System (GIS). To monitor conditions of development approval and insure compliance within specified timeframes.

GOALS AND OBJECTIVES FOR 1993-94:
* To relocate the Department into one spatially adequate facility.
* To improve the Department's existing office automation system through continued enhancements of the Development Management System and the Geographic Information System, and through hiring a manager to coordinate all departmental automation.
* To microfilm a substantial number of department records, improving customer response and reducing storage requirements.
* To complete several important Planning studies.
* To complete one year amendments to the Unified Land Development code.
* To continue improvements to the building permitting process.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Dollar value of revenue processed	21,977,519	22,000,000	22,150,000
Zoning special exceptions monitored	178	100	90
Conditions of approval reviewed for compliance	351	350	300
Status report	151	140	125
Time extensions processed	135	100	80
Developments of regional impact reviewed	5	6	4

DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: CODE ENFORCEMENT P Z & B**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	61,582	27,000	40,000	15,000
Fines & Forfeitures	38,758	80,000	130,000	130,000
Interest Revenues	19,532	1,000	18,000	18,000
Miscellaneous Revenues	623	-	318	-
TOTAL	120,497	108,000	188,318	163,000
APPROPRIATIONS				
Personal Services	788,479	891,474	846,918	907,934
Operating Expenses	390,081	342,600	325,832	397,335
Capital Outlay	19,072	84,935	45,935	-
Debt Service	5,403	10,348	10,348	-
Non-Operating	177,429	261,648	254,840	319,435
TOTAL	1,380,464	1,591,005	1,483,873	1,624,704
POSITIONS	20	20	19	19
FULL TIME EQUIVALENTS	20.00	20.00	19.00	19.00

FUNCTION:
To promote, protect and improve the health, safety and welfare of the citizens of Palm Beach County through an effective and efficient code enforcement program. To insure compliance with building and zoning related codes and ordinances.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue efforts to computerize all code enforcement functions and programs.
* To continue efforts in educating the public, becoming more proactive, in lieu of reactive.
* To continue to improve the collection process for Code Enforcement and Lot Clearing liens.
* To effectively manage and balance the requirements and responsibilities of the Division with the priorities directed by the Board of County Commissioners.
* To minimize the effects of the loss of one code enforcement officer position and the Lot Clearing Program.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Complaints received and investigated	6,529	6,000	6,000
Violations issued	3,430	3,500	3,500
Lot clearing notices issued	891	600	600
Number of notices to correct	652	500	500
Number of citations issued	8	40	40
Cases referred to Code Enforcement Board	2,552	2,500	2,500
Action Center requests received and investigated	426	400	400

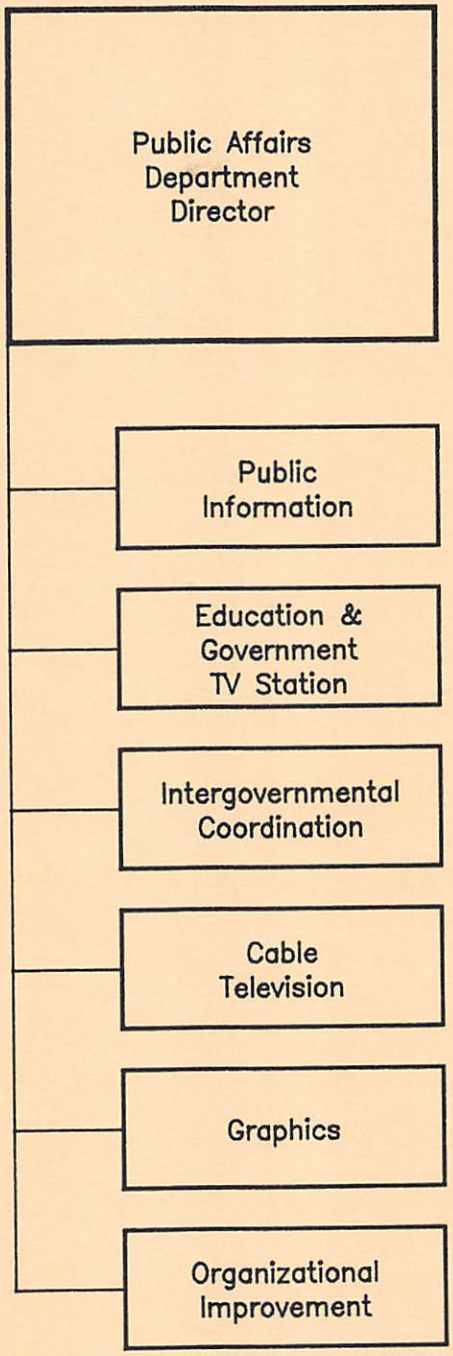
DEPARTMENT: PLANNING, ZONING & BUILDING **ORGANIZATION: VARIOUS - PZ&B OPERATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	-	130,000	-	-
Other Charges for Services	600	500	-	-
TOTAL	600	130,500	-	-
APPROPRIATIONS				
Operating Expenses	60,096	79,165	49,500	83,165
Non-Operating	-	700,000	-	811,200
TOTAL	60,096	779,165	49,500	894,365

BUDGET COMMENT:
Included in this category are various activities and reserves that do not fall within the operational areas of the Department. Following is a listing of these activities and their budgets for 1993-94.

Examining Board	$ 11,000
Planning Commission	62,500
Board of Adjustment	9,500
Reserve for Contingency	811,200
Local Construction Reg. Board	165
TOTAL	$894,365

Public Affairs Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PUBLIC AFFAIRS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
CATV Franchise Fees	1,092,619	1,368,115	1,237,580	985,741
Rental Revenues	-	-	-	9,000
Other Charges for Services	9,678	19,095	19,200	18,775
Fines & Forfeitures	1,350	8,600	1,200	1,000
Inter-Departmental Charges	301,536	-	-	-
Miscellaneous Revenues	75	-	-	-
Fund Balance	-	-	-	-61,558
Copy Impressions	-	225,529	118,256	133,418
Print Impressions	-	225,534	378,894	526,262
Design/Typeset	-	225,534	64,128	81,534
TOTAL	1,405,258	2,072,407	1,819,258	1,694,172
APPROPRIATIONS				
Personal Services	1,386,840	1,539,476	1,410,015	1,538,883
Operating Expenses	765,161	986,067	880,448	977,280
Capital Outlay	274,552	352,727	356,727	214,645
Debt Service	4,465	-	-	-
Non-Operating	-	-	-	25,000
TOTAL	2,431,021	2,878,270	2,647,190	2,755,808
POSITIONS	39	38	39	39
FULL TIME EQUIVALENTS	37.00	37.50	37.50	37.50

BUDGET NARRATIVE:

The mission of the Department of Public Affairs is to communicate information about Palm Beach County government to the general public, media, other governmental agencies, and the business community and to facilitate communication between these entities and County Commissioners and Administrators. This information is provided in a positive, professional, accurate and cost effective manner, with the fundamental goal of increasing public awareness and understanding of County government operations under the direction of the Board of County Commissioners. The Department uses a full range of communication tools including print, electronic media, events and individual contacts.

The Public Affairs Department accomplishes its mission through the following sections: Cable Television Office, Channel 20 (Education and Government Television Station), Graphics, Intergovernmental Affairs, Organizational Improvement and Public Information.

DEPARTMENT: PUBLIC AFFAIRS ORGANIZATION: ADMINISTRATION & INTERGOVERNMENTAL COORD

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	522,751	215,317	178,583	155,514
Operating Expenses	110,536	64,802	71,498	100,005
Capital Outlay	9,348	-	4,000	-
TOTAL	642,635	280,119	254,081	255,519
POSITIONS	14	4	4	4
FULL TIME EQUIVALENTS	14.00	3.90	3.20	3.20

FUNCTION:
Public Affairs Administration is responsible for planning and managing the Department's programs under the jurisdiction of the Board of County Commissioners. Public Affairs Administration coordinates and directs activities of the Public Information, Cable Television, Graphics, Educational & Government Television (Channel 20) and Organizational Improvement; in addition, the Intergovernmental Coordination Program which serves to assure the full support and attainment of County objectives before the Florida State Legislature, provides effective liaison with 37 incorporated communities within the County and disseminate timely information on governmental issues to the Board of County Commissioners, County Administration and all interested departments.

GOALS AND OBJECTIVES FOR 1993-94:
* To expand the volume and variety of Channel 20 programming.
* To promote public awareness of the Citizen Service Center and of County government activities and achievements.
* To enhance relationships with independent municipalities in the County.
* To organize and coordinate the County's annual lobbying effort at the State and Federal level.
* To inform County Commissioners, Administrators and Department Directors of the current status of state and federal issues affecting Palm Beach County.
* To interpret and implement new Cable TV regulations.
* To design and facilitate organizational improvement strategies, encompassing the County's effort to "reinvent" government.
* To integrate private section involvement into an executive-driven program to increase County government efficiency.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Bills reviewed per request from staff	70	30	30
Legislative reports published	3	1	1
Municipal League meetings attended	12	24	24
Municipal leaders visited	0	37	37
BCC agenda mailed to municipal officials	54,886	4,276	4,276
County Ordinances to Municipalities	11	10	10

PALM BEACH COUNTY

DEPARTMENT: PUBLIC AFFAIRS **ORGANIZATION: EDUCATION AND GOVERNMENT CHANNEL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
CATV Franchise Fees	674,972	897,437	832,045	709,920
Rental Revenues	-	-	-	9,000
Other Charges for Services	9,678	13,595	17,200	17,275
TOTAL	684,650	911,032	849,245	736,195
APPROPRIATIONS				
Personal Services	265,174	302,860	287,041	312,333
Operating Expenses	214,686	255,445	209,477	209,217
Capital Outlay	200,325	352,727	352,727	214,645
Debt Service	4,465	-	-	-
TOTAL	684,650	911,032	849,245	736,195
POSITIONS	7	7	9	9
FULL TIME EQUIVALENTS	7.00	7.00	8.00	8.00

FUNCTION:

The Education and Government Access Channel provides educational and government programming to the public. Television programming includes coverage of County Commission meetings, Solid Waste Authority meetings, School Board meetings, Zoning meetings, programs that help define various County departments, programs of community interest and local as well as national educational programs. Skilled services are offered to County departments and other agencies to produce local programming from the studio or with the use of a remote truck. The CATV revenues represent only that portion which supports the Education and Government Access channel.

GOALS AND OBJECTIVES FOR 1993-94:

* To increase production of local programs each month either in the studio or remote.
* To increase broadcasting time for local programs each month.
* To co-produce, with County departments, informative specials of topical nature.
* To produce information tapes for training of employees, in concert with Organization Improvement Program.
* To broadcast live coverage including Palm Beach County Commission meetings, Planning/Zoning meetings, School Board, and special projects.
* To increase revenues for services provided.
* Develop and implement a long-range plan for the Channel, including facility, expt. and station expansion models.
* To develop an emergency operating plan for Channel 20.
* To design an internship program with local colleges and universities, technical schools and Private Industry Council.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total broadcast hours on-air	2,700	3,600	3,437
Live broadcast hours on-air	401	320	1,360
Local broadcast hours on-air	1,873	1,872	2,390
Video projects per year	19	12	15
Dub services per year	197	50	50
Local programs produced on a monthly basis	15	17	250

DEPARTMENT: PUBLIC AFFAIRS **ORGANIZATION: CABLE TV**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
CATV Franchise Fees	417,647	470,678	405,535	275,821
Other Charges for Services	-	5,500	2,000	1,500
Fines & Forfeitures	1,350	8,600	1,200	1,000
Miscellaneous Revenues	75	-	-	-
TOTAL	419,072	484,778	408,735	278,321
APPROPRIATIONS				
Personal Services	234,929	233,015	223,947	186,851
Operating Expenses	184,143	251,763	184,788	91,470
TOTAL	419,072	484,778	408,735	278,321
POSITIONS	7	6	6	4
FULL TIME EQUIVALENTS	7.00	6.00	6.00	4.00

FUNCTION:
The Cable Division is charged with administering the rules and regulations of the Cable TV ordinance, FCC, NEC and administering the day to day regulation of cable operators. This function includes enacting permitting requirements; assisting cable operators with their applications for franchises, renewal, expansion or transfer; coordinating public hearings and preparing all necessary documentation for Board action; maintaining maps of service areas, facility installations, and operator's equipment; monitoring construction by cable operators; assessing and issuing violation notices; preparing statistical information regarding cable operations within the county; and investigating customer complaints and promoting the resolution of same whenever possible. The CATV revenues represent only that portion which supports the Cable Division.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement strict enforcement for the correction of safety violations involving cable issues such as electrical grounding and signal leakage.
* To make inspections and assess any ordinance violations for correction.
* To provide cable subscribers with assistance in resolving their problems with cable companies.
* To ensure that all cable construction is properly permitted.
* To keep abreast of any Federal agency changes that may affect the enforcement of the County's Cable TV Ordinance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of cable subscribers - unincorporated County	158,807	168,943	171,866
Number of franchises	8	8	7
Number of telephone inquiries/complaints	16,991	17,331	17,677
Number of recorded complaints	217	238	239
Percentage of complaints resolved	98%	98%	98%
Number of permits issued	147	106	111
Number of inspections performed	8,329	8,745	9,182
Number of violations issued or number of instances of non-compliance	1,335	5,992	6,005

DEPARTMENT: PUBLIC AFFAIRS **ORGANIZATION: PUBLIC INFORMATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	-	345,413	331,805	417,262
Operating Expenses	-	127,565	127,697	150,642
TOTAL	-	472,978	459,502	567,904
POSITIONS	-	9	9	11
FULL TIME EQUIVALENTS	-	8.60	8.50	10.50

FUNCTION:
The Public Information Program serves to plan and direct the development and distribution of information on County programs, achievements and matters of concern to the media and the public in order to promote a climate of trust between County government and its citizens. Guidance and training in communication skills, media relations, public relations techniques and effective interpersonal relations are provided to all County staff and officials. Public opinion regarding County government operations is solicited and monitored to provide information to the Board of County Commissioners and County staff information important to decision-making.

GOALS AND OBJECTIVES FOR 1993-94:
* To prepare and implement strategic media policy for interaction between media, County staff and the Board of County Commissioners.
* To orientate new reporters covering County government.
* To establish and staff an information center in the Governmental Center lobby.
* To create a display of County services and to participate in community festivals and exhibitions informing the public of County services.
* To write and distribute at least one positive feature press release on County government per week.
* To train staff in other departments in all aspects of public relations and media relations, event planning and public speaking.
* To establish a public information plan for implementation upon activation of the County's Emergency Operations Center and to establish and operate a joint center for media in the event of a major disaster that brings national/international media in the area.
* To spearhead a P10 "umbrella" group to integrate and maximize departmental P10 efforts.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Immediate citizen responses and phone referrals	16,323	13,000	16,000
Administration/commission letters/ speeches/columns prepared/processed	849	600	600
Events/meetings coordinated/managed	54	45	45
Speakers bureau presentations arranged	210	225	225
Photos taken	1,840	1,000	1,000
Media requests	26	60	60

DEPARTMENT: PUBLIC AFFAIRS **ORGANIZATION: ORGANIZATIONAL IMPROVEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	46,827	50,435	50,435	91,092
Operating Expenses	306	2,331	2,356	4,425
TOTAL	47,133	52,766	52,791	95,517
POSITIONS	1	1	1	1
FULL TIME EQUIVALENTS	1.00	1.00	1.40	1.40

BUDGET COMMENT:
Organizational Improvement, which evolved from the Joint Committee to Increase Efficiency and Quality in Action functions to communicate and coordinate countywide efforts to "Reinvent Government" for more efficient and effective government services while reducing ad valorem taxes that support those services; coordinate findings of the Joint Committee Task Forces, internal audits and management studies that identify program deficiencies and recommend corrective actions, and provides recognition of accomplishments that demonstrate government excellence.

GOALS AND OBJECTIVES FOR 1993-94:
* To encourage measurement and an increase in level of customer satisfaction (internal and external customers).
* To advocate improvements to countywide systems that will result in more efficient and effective delivery of service.
* To facilitate task teams for the purpose of resolving problems associated with countywide systems.
* To increase employee involvement in the process of "Reinventing Government".
* To create incentives/recognition for departments/divisions, small work groups and individuals who demonstrate excellent government service.
* To communicate an understanding of the "Reinventing Government" philosophy how it can be done in Palm Beach County and to showcase the successes.
* To integrate and maximize private sector involvement in the organizational improvement process.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of active committees and task teams	n/a	n/a	5
Number of meetings held	n/a	n/a	70
Number of issues addressed	n/a	n/a	40
No. of Co. Adm. contacts w/groups of emp below the levels of Dept/Div heads	n/a	n/a	24
Number of department/division, groups or individuals recognized for excellence	n/a	n/a	20
Number of training sessions related to "Reinventing Government" philosophy	n/a	n/a	12

PALM BEACH COUNTY

DEPARTMENT: PUBLIC AFFAIRS **ORGANIZATION: GRAPHICS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Inter-Departmental Charges	301,536	-	-	-
Fund Balance	-	-	-	-61,558
Copy Impressions	-	225,529	118,256	133,418
Print Impressions	-	225,534	378,894	526,262
Design/Typeset	-	225,534	64,128	81,534
TOTAL	301,536	676,597	561,278	679,656
APPROPRIATIONS				
Personal Services	317,159	392,436	338,204	375,831
Operating Expenses	255,490	284,161	284,632	421,521
Capital Outlay	64,879	-	-	-
Non-Operating	-	-	-	25,000
TOTAL	637,529	676,597	622,836	822,352
POSITIONS	10	11	10	10
FULL TIME EQUIVALENTS	10.00	11.00	10.40	10.40

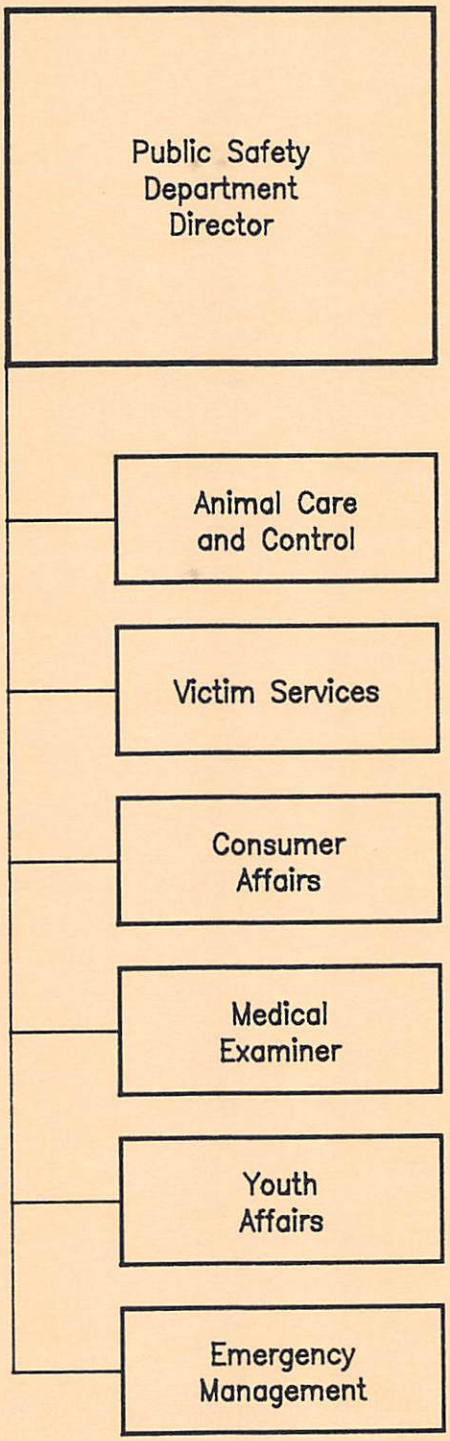
FUNCTION:
Graphics, the County's centralized publications center, provides cost-effective printed materials in a timely manner with an emphasis on ensuring a consistent, high-quality image for all County publications. Skilled services include editing, design, typesetting, printing and bindery for all County departments and divisions and other governmental entities such as the Constitutional Officers, Judiciary and Solid Waste Authority.

GOALS AND OBJECTIVES FOR 1993-94:
* To ensure the "County Seal" and "Board of County Commissioners" appear on County materials.
* To continue implementation of the centralization of Graphics services in the County.
* To offer consultation services to all County departments/divisions regarding editing, design, typesetting, printing and copying and to estimate pricing for all services when requested.
* To monitor external pricing, equipment and changing technology to keep Graphics competitive.
* To broaden Graphics' customer base by marketing services to other governmental entities.
* To maintain Graphics' high customer satisfaction with timeliness and quality.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of job requests	2,230	2,475	2,500
Number of jobs designed/typeset	668	866	750
Number of graphics impressions	10,329,275	8,670,000	9,390,000
Number of copy center impressions	4,164,388	4,080,000	3,360,000
Quality % satisfaction/timeliness	95	95	96
Quality % satisfaction/quality	96	96	97

PALM BEACH
COUNTY

Public Safety Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PUBLIC SAFETY

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	91,547	69,775	116,907	117,019
Federal/State Grants	493,318	412,910	483,997	556,694
Animal Control Receipts	887,068	981,797	854,463	1,599,412
Other Charges for Services	1,836,584	2,046,961	2,128,309	2,644,448
Fines & Forfeitures	279,882	208,000	73,500	1,200
Interest Revenues	31,041	26,950	28,500	22,000
Miscellaneous Revenues	1,253	-	49,998	15,000
Fund Balance	1,188,597	871,056	713,358	315,549
TOTAL	4,809,294	4,617,449	4,449,032	5,271,322
APPROPRIATIONS				
Personal Services	8,082,001	8,931,453	8,761,245	8,332,664
Operating Expenses	7,191,702	7,428,329	7,102,810	7,261,349
Capital Outlay	319,645	363,605	209,614	174,356
Debt Service	9,678	10,178	20,479	3,255
Non-Operating	45,172	300,742	68,338	206,661
TOTAL	15,648,199	17,034,307	16,162,486	15,978,285
POSITIONS	243	238	218	206
FULL TIME EQUIVALENTS	241.45	235.95	215.95	204.45

BUDGET NARRATIVE:

The Public Safety Department is charged with managing and planning the operation of six distinct and dissimilar public safety organizations under the jurisdiction of the County Commission. The Divisions within the Department include Animal Care and Control, Consumer Affairs, Victim Services and support, Emergency Management, Medical Examiner and Youth Affairs.

For information regarding the specific functions, accomplishments and goals of the various Divisions, please refer to the individual appropriations summaries that follow.

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: PUBLIC SAFETY**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	154,508	167,254	168,856	176,778
Operating Expenses	549,284	343,415	343,406	314,387
Capital Outlay	3,287	-	-	1,800
TOTAL	707,079	510,669	512,262	492,965
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
The Public Safety Department is responsible for planning and managing the operation of the Public Safety Programs under the jurisdiction of the Board of County Commissioners. The Department coordinates and directs activities of the Animal Care and Control, Consumer Affairs, Emergency Management/EMS, Medical Examiner, Victim Services and Youth Affairs Divisions.

GOALS AND OBJECTIVES FOR 1993-94:
* Provide on-going supervision and monitoring of Divisional activities.
* Monitor the progress of the Department's Capital Improvement Programs.
* Review current revenue sources within the Department to consider increases and additional sources.
* To develop a greater customer focus in all Department activities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of agenda items reviewed	43	48	51
Number of intra-department "audit" reviews	n/a	5	10

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: ANIMAL CARE & CONTROL DIVISION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Animal Control Receipts	784,992	843,113	774,463	1,519,412
Fines & Forfeitures	1,222	1,000	1,000	1,200
Miscellaneous Revenues	226	-	45,069	15,000
TOTAL	786,440	844,113	820,532	1,535,612
APPROPRIATIONS				
Personal Services	2,177,307	2,542,358	2,499,861	2,392,215
Operating Expenses	1,067,221	994,424	865,585	805,534
Capital Outlay	281,739	215,209	84,614	21,586
Non-Operating	-	-	-	19,000
TOTAL	3,526,267	3,751,991	3,450,060	3,238,335
POSITIONS	73	73	73	63
FULL TIME EQUIVALENTS	72.25	72.25	72.25	62.75

FUNCTION:
The Animal Care and Control Division provides services and associated programs to protect the safety, health and welfare of the residents and domestic animals in Palm Beach County through the enforcement of County ordinances; to inform and educate residents in the proper care and control of animals; to provide shelter and veterinary care to animals impounded at County facilities; to redeem, adopt, auction, or humanely euthanize animals impounded at County facilities. These services are accomplished through the main shelter facility in West Palm Beach and the West County facility in Pahokee.

GOALS AND OBJECTIVES FOR 1993-94:
* To assure that the new Animal Care and Control shelter in West Palm Beach is fully operational.
* To respond to 27,000 animal complaint calls.
* To issue 93,000 rabies license tags.
* To issue a combination of 2,800 animal ordinance violations and citations.
* To provide shelter and veterinary care for 16,000 impounded animals.
* To expose 5,000 participants to in-school and civic group humane education programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Phone calls received	186,552	250,000	275,000
Field investigations	30,614	31,000	27,000
Citations and violations issued	3,246	3,600	2,800
Rabies and license tags issued	90,207	91,000	93,000
Animals impounded	14,578	14,500	16,000
Animals adopted	1,924	2,300	2,000
Animals euthanized	10,230	9,750	12,000
In-school/Humane Education participants	27,873	24,400	5,000

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: ANIMAL CARE & CONTROL REBATE ORDINANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Animal Control Receipts	102,076	138,684	80,000	80,000
Interest Revenues	5,369	4,000	2,000	-
Miscellaneous Revenues	80	-	-	-
Fund Balance	109,609	84,235	81,336	11,831
TOTAL	217,134	226,919	163,336	91,831
APPROPRIATIONS				
Personal Services	21,161	23,431	23,460	25,077
Operating Expenses	114,634	166,950	115,027	66,754
Non-Operating	-	36,538	13,018	-
TOTAL	135,795	226,919	151,505	91,831
POSITIONS	1	1	1	1
FULL TIME EQUIVALENTS	1.00	1.00	1.00	1.00

FUNCTION:
The Animal Care & Control Rebate Ordinance provides a program to encourage County residents to sterilize their dogs and cats in order to reduce the surplus animal population in Palm Beach County. Pet owners who are County residents may receive $20 for spaying and $15 for neutering their pets. This program is user fee oriented as funds are derived from the increased cost of tags sold to owners with unsterilized pets.

GOALS AND OBJECTIVES FOR 1993-94:
* To issue 8,800 rebate certificates to county pet owners.
* To pay out $106,000 to pet owners who have sterilized their pets through this program.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of rebates issued	8,332	8,600	8,800
Number of animals sterilized through rebate program	5,859	6,000	6,100
Rebates paid out in dollars	105,020	105,500	106,000

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: PROBATION/VICTIM SERVICES ADM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	164,837	175,899	175,928	-
Operating Expenses	5,873	8,562	7,594	-
TOTAL	170,710	184,461	183,522	-
POSITIONS	3	3	3	-
FULL TIME EQUIVALENTS	3.00	3.00	3.00	-

BUDGET COMMENT:
Probation/Victim Services Administration provides logistical, financial and operational oversight to the various sections of the division. Provides liaison with the Medical Examiner's Office. Provides technical assistance on issues related to the criminal justice community, and such reports and assistance as may be required by the Director, Department of Public Safety.

The budget for the administrative function for Victim Services has been integrated into the Victim Services Division budget for FY1993-1994.

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: VICTIM SERVICES & SUPPORT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	1,035,408	1,114,319	1,255,239	1,310,349
Operating Expenses	32,843	40,106	37,910	39,621
TOTAL	1,068,251	1,154,425	1,293,149	1,349,970
POSITIONS	29	29	29	31
FULL TIME EQUIVALENTS	29.00	29.00	29.00	31.00

FUNCTION:
The Victim Services section provides a multitude of services to individuals who are criminally assaulted or victimized in Palm Beach County. These services may include 24 hour crisis intervention, supportive and short term counseling, transportation and court accompaniment, court advocacy, case status information, legal and social services referrals. Additionally, each staff member strives to raise public awareness regarding victims of crime through speaking engagements, seminars and training workshops for professionals.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide assistance/services to 880 victims of Sexual Assault.
* To provide assistance/services to 3,700 victims of Domestic Assault.
* To provide assistance/services to 1,400 victims of general crimes and homicide.
* To provide crisis intervention, supportive and short term counseling, transportation and court accompaniment, advocacy and social service referrals for individuals who are victimized in Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of active monthly cases per counselor/advocate	140	150	150
Number of new cases served per counselor/advocate	413	427	427

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: PROBATION SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	600	-	-
Fines & Forfeitures	278,660	207,000	72,500	-
TOTAL	278,660	207,600	72,500	-
APPROPRIATIONS				
Personal Services	643,976	721,623	451,717	-
Operating Expenses	15,076	21,328	13,546	-
Debt Service	6,923	6,923	17,224	-
TOTAL	665,975	749,874	482,487	-
POSITIONS	24	20	-	-
FULL TIME EQUIVALENTS	24.00	20.00	-	-

FUNCTION:
The Probation Services section supervises probation cases referred by County Court judges. This includes case management of offenders, counseling, referrals to drug, alcohol and mental health agencies, collection of restitution payments to victims, field visits, courtroom coverage and directive community service placement. This section also supervises pre-trial domestic assault intervention clients, and provides pre-sentence investigations to the court.

The Probation Services function has been eliminated from the FY1993-94 budget.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Average active cases per officer per month	98.9	60	n/a

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: CRIMINAL JUSTICE GRANTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	80,661	67,302	67,302	100,000
Interest Revenues	3,279	2,000	2,000	2,000
Fund Balance	69,796	83,477	70,911	53,850
TOTAL	153,736	152,779	140,213	155,850
APPROPRIATIONS				
Personal Services	82,097	83,667	83,702	101,366
Operating Expenses	725	2,391	2,661	2,391
Non-Operating	-	66,721	-	52,093
TOTAL	82,822	152,779	86,363	155,850
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
The Victim Services Expansion Grant provides a multitude of services to individuals who are victimized in Palm Beach County. Two staff members of this grant team provide crisis intervention, supportive and short term counseling, transportation and court accompaniment, and legal/social referrals to residents of "The Glades" area. The third member of this grant team provides crisis intervention, therapy, court advocacy, etc., with survivors of homicide and DUI crash fatalities. Additionally, each staff member strives to raise public awareness regarding victims of crime through speaking engagements, seminars and training workshops for professionals.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of new cases served per counselor/advocate (Primary)	382	428	428
Number of new cases served per counselor advocate (Secondary)	364	415	415

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: MEDICAL EXAMINER OPERATIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	73,402	120,000	93,540	95,000
Miscellaneous Revenues	8	-	-	-
TOTAL	73,410	120,000	93,540	95,000
APPROPRIATIONS				
Personal Services	454,449	467,599	444,889	486,748
Operating Expenses	729,562	807,959	785,735	806,426
Capital Outlay	-	-	-	4,525
TOTAL	1,184,011	1,275,558	1,230,624	1,297,699
POSITIONS	13	12	12	12
FULL TIME EQUIVALENTS	13.00	12.00	12.00	12.00

FUNCTION:
The Office of the Medical Examiner provides the District Medical Examiner with assistance in investigations of violent, sudden, unexpected and suspicious deaths. These investigations may include autopsies or post mortem inspections (visual examinations). The office functions as a repository for records, documents and photographs generated during the investigation of a death. The duties and responsibilities of the District Medical Examiner and the County are mandated by F.S. Chapter 406.

GOALS AND OBJECTIVES FOR 1993-94:
* To review the need for a separate administrative office.
* To meet the requirements of F.S., Chapter 406.
* To maintain the rapport and liaison with law enforcement agencies, funeral homes and allied medical health agencies.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of autopsies	775	710	710
Number of post-mortem examinations	304	369	369
Number of court appearances	68	n/a	n/a
Average cost per body processed	523	n/a	n/a
Number of cases	5,950	6,000	6,000
Hours per case	4.0	n/a	n/a

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: EMS-AMBULANCE SERVICE SUBSIDIES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	1,700	950	950	950
Other Charges for Services	2,854	-	185	-
Miscellaneous Revenues	653	-	-	-
TOTAL	5,207	950	1,135	950
APPROPRIATIONS				
Operating Expenses	760,097	781,000	788,916	800,604
TOTAL	760,097	781,000	788,916	800,604

FUNCTION:
The Ambulance Subsidy Program is responsible for assuring the availability of adequate emergency medical services to western area Palm Beach County residents by subsidizing EMS provider agencies. The program is responsible for securing Requests for Proposals and contracts and authorizing funds for services in the sparsely populated areas where EMS would not be provided due to services operating at a financial loss.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to secure adequate basic life support EMS services for western area Palm Beach County residents.
* To monitor compliance with state and local laws and contractual obligations.
* To ensure services provided to western area residents is of a standard and quality equal to that which is provided to eastern Palm Beach County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
EMS calls completed for zones 9, 10 & 11	4,953	5,100	5,250
Vehicle inspections conducted for zones 9, 10 & 11	31	35	35

PALM BEACH COUNTY

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: EMS AWARD GRANT PROGRAM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	275,029	266,700	336,787	304,348
Interest Revenues	20,062	10,000	10,000	10,000
Fund Balance	275,023	154,075	190,915	206,787
TOTAL	570,114	430,775	537,702	521,135
APPROPRIATIONS				
Operating Expenses	278,814	298,979	274,595	278,664
Capital Outlay	2,589	1,000	1,000	135,500
Non-Operating	45,172	130,796	55,320	106,971
TOTAL	326,575	430,775	330,915	521,135
POSITIONS	1	-	-	-
FULL TIME EQUIVALENTS	1.00	-	-	-

FUNCTION:
To monitor and enforce the standards and regulations of the EMS Grant Award Program. To coordinate and monitor the Unified Run Report Data Collections System. To promote EMS techniques and information to the public.

GOALS AND OBJECTIVES FOR 1993-94:
* Monitor the EMS provider's compliance to the EMS County Grant Award Program through quarterly reports.
* Compile and submit twelve (12) computer generated EMS Run Reports to the Trauma Management Programs.
* Assist in the coordination and production of four (4) EMS educational and awareness programs.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
System status reports submitted	6	6	6
EMS System Data Collection Reports provided	12	12	12

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: EMERGENCY MEDICAL SERVICES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	222,857	214,870	218,994	229,796
Operating Expenses	1,125,357	1,304,199	1,247,897	1,259,276
TOTAL	1,348,214	1,519,069	1,466,891	1,489,072
POSITIONS	7	6	6	6
FULL TIME EQUIVALENTS	7.00	6.00	6.00	6.00

FUNCTION:
The EMS Section of Emergency Management is responsible for the planning, coordination and regulation of the Countywide emergency medical services system. EMS section personnel monitor pre-hospital care and compliance with state and local laws, inspect emergency vehicles and equipment, administer and maintain the medical communications (MEDCOM) system, administer EMS grant programs and coordinate EMS awareness and education programs.

GOALS AND OBJECTIVES FOR 1993-94:
* To coordinate and/or conduct at least five (5) EMS awareness/education programs.
* To coordinate and monitor the Countywide EMS Data (Run Report) Collection System.
* To conduct inspections on 220 ambulance/rescue vehicles.
* To provide staff support and coordination to the EMS Council in drafting a new Emergency Medical Services ordinance.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of EMS calls	67,421	69,000	71,070
Number of EMS vehicle inspections	210	215	220
Number of transports to hospitals	47,736	50,100	51,603
Coordination and presentation of EMS awareness and education programs	3	4	5

PALM BEACH COUNTY

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: CONSUMER AFFAIRS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	-	500	-
TOTAL	-	-	500	-
APPROPRIATIONS				
Personal Services	316,220	342,292	346,168	361,941
Operating Expenses	9,112	14,132	14,132	14,132
Non-Operating	-	-	-	-29,670
TOTAL	325,332	356,424	360,300	346,403
POSITIONS	9	9	9	9
FULL TIME EQUIVALENTS	9.00	9.00	9.00	9.00

FUNCTION:
The Division of Consumer Affairs' primary functions are to enforce the Consumer Affairs Ordinance of Palm Beach County, to assist consumers with problems they have encountered in the marketplace by providing consumer/business complaint mediation services, telephone and direct information, referral and advice services, direct outreach to the public through consumer education initiatives, and liaison with other government and law enforcement agencies. The Division serves as staff to the Consumer Affairs Hearing Board. The Division also administers the Consumer Affairs Ordinance of Palm Beach County which sets forth certain unfair and deceptive trade practices and provides mechanisms for enforcement. Through the administration of this Ordinance, the Division attempts to ensure the health, welfare and safety of consumers involved in market transactions in Palm Beach County. The Division coordinates its activities with other local, state and federal agencies and organizations.

GOALS AND OBJECTIVES FOR 1993-94:
* To revise the Consumer Affairs Ordinance of Palm Beach County and to seek enforcement actions under this Ordinance through Assurances of Voluntary Compliance, Consumer Affairs Hearing Board public hearings and transmittal of matters to law enforcement agencies.
* To continue to conduct our "Kids Are Consumers" consumer education program and to expand other consumer education programs, particularly for senior citizens and English as a second language individuals.
* To develop and draft an ordinance regulating the motor vehicle repair industry in Palm Beach County, through licensing and technician certification requirements.
* To favorably resolve 65-70 percent of all written complaints received by the Division and subject to mediation.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Incoming & outgoing telephone calls	32,487	33,720	34,000
New cases opened	2,468	2,472	2,500
Cases closed	2,798	2,208	2,400
Dollars saved consumers	501,119	505,296	510,000
Complaints favorably resovled	66.7%	72%	74%
Speaking engagements	48	70	70

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: REGULATION OF TOWING BUSINESS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	89,847	68,825	103,307	103,419
TOTAL	89,847	68,825	103,307	103,419
APPROPRIATIONS				
Personal Services	19,996	56,987	52,517	61,692
Operating Expenses	14,100	12,057	12,057	41,727
Capital Outlay	4,384	-	-	-
TOTAL	38,480	69,044	64,574	103,419
POSITIONS	-	2	2	2
FULL TIME EQUIVALENTS	-	2.00	2.00	2.00

BUDGET COMMENT:
The Towing Business Licensing program's primary function is to administer and enforce the Palm Beach County Tow Truck Ordinance. This Ordinance requires all companies operating towing vehicles in the County to be licensed and all vehicles to be inspected. The Ordinance also requires certain minimum vehicle safety standards and insurance coverage levels. Finally, the Ordinance sets maximum rates for towing charges for "non-consent" towing services. This program will ensure compliance with this Ordinance through the review and licensing of towing businesses, inspection of vehicles, inspection of storage facilities, responding to complaints and enforcement actions.

GOALS AND OBJECTIVES FOR 1993-94:
* To license the affected providers and inspect vehicles and storage facilities.
* To respond to complaints and seek enforcement action under the Ordinance, when appropriate.
* To develop policies and procedures for administering this program, including the development and implementation of an officewide computer towing information data base.
* To revise the Palm Beach County Tow Truck Ordinance (91-35), to increase enforcement authority.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
License applications processed	111	130	135
Licenses issued	103	120	125
Towing vehicles receiving decals	280	300	310
Storage facilities inspected	70	85	85

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: VEHICLE FOR HIRE ORDINANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Licenses & Permits	-	-	12,650	12,650
TOTAL	-	-	12,650	12,650
APPROPRIATIONS				
Operating Expenses	-	-	8,650	12,650
TOTAL	-	-	8,650	12,650

BUDGET COMMENT:
The Vehicle for Hire Licensing program's primary function is to administer and enforce the Palm Beach County Vehicle for Hire Ordinance (92-26). This Ordinance requires all vehicle for hire companies operating in the County to obtain a Vehicle for Hire Permit and Vehicle Registration Decal from the Division of Consumer Affairs. The Ordinance does exempt vehicle for hire companies who maintain a license through a Palm Beach County municipality whose insurance requirements meet or exceed those required in the County Ordinance.

GOALS AND OBJECTIVES FOR 1993-94:
* To license the affected providers and issue permits, exemption certificates and vehicle registration decals.
* To respond to complaints and seek enforcement action under the Ordinance, when appropriate.
* To develop policies and procedures for administering this program.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
License applications processed	n/a	50	70
Licenses issued	n/a	40	60
Exemption certificates issued	n/a	10	10
Vehicle registration decals issued	n/a	100	125

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: EMERGENCY MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	137,627	78,908	79,908	152,346
Miscellaneous Revenues	-	-	153	-
TOTAL	137,627	78,908	80,061	152,346
APPROPRIATIONS				
Personal Services	520,562	541,790	549,142	585,432
Operating Expenses	142,943	163,318	139,940	173,965
TOTAL	663,505	705,108	689,082	759,397
POSITIONS	15	15	15	15
FULL TIME EQUIVALENTS	14.20	14.20	14.20	14.20

FUNCTION:
To maintain an agency and system through which the Board of County Commissioners is capable of discharging its statutory responsibility to provide direction and control for the mitigation, preparedness, response to and recovery from all natural, technological and manmade disasters to which the County is vulnerable.

GOALS AND OBJECTIVES FOR 1993-94:
* To support and provide input to the new Treasure Coast Regional Hurricane Evacuation Study.
* To review and make significant amendments and additions to Palm Beach County's Peacetime Emergency Plan based on the experiences of Hurricane Andrew.
* To research, conduct activities, and prepare applications to further improve the County's rating in the National Flood Insurance Programs' Community Rating System.
* To perform hazard analysis on 350 facilities using or storing extremely hazardous substances as required by Sara Title III, The Emergency Planning and Community Right-To-Know Federal Act.
* To expand the Emergency Operation Center's Emergency Broadcast System capability.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Communications traffic volume	38,942	40,007	34,000
Number of public presentations	28	32	32
Electronic media programs/contacts	72	56	45
Individuals trained in radiological monitoring	94	50	50
Disaster plan analysis	41	50	45
Facility hazard analysis	202	120	150

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: YOUTH AFFAIRS ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	545,904	557,520	562,750	547,673
Operating Expenses	23,402	34,356	29,653	25,071
TOTAL	569,306	591,876	592,403	572,744
POSITIONS	12	11	11	12
FULL TIME EQUIVALENTS	12.00	11.00	11.00	12.00

FUNCTION:
The main functions of the Administrative component of the Division of Youth Affairs are: 1) Long and Short range planning of all Divisional activities. 2) Monitoring and analysis of all Divisional activities. 3) Preparing of monthly, semi-annual and annual reports of all Divisional activities, 4) Annual budget preparation and monitoring. 5) Control of all Divisional budgetary expenditures. 6) Provides comprehensive psychological services to all aspects of Division. 7) Provides comprehensive psychological services to courts, other divisions and other departments. 8) Provides continuing education and in-service training to all areas within the Division and relevant professional agencies. 9) Liaison with Department Head, courts, and other agencies to both receive and disseminate information and policy between affected parties. 10) Acts as record keeper for the entire division. 11) Provides expertise in planning and evaluation of activities with other agencies including but not limited to Children's Services Council, Criminal Justice Commission, Mental Health Association, and Gang and Juvenile Delinquency Council.

GOALS AND OBJECTIVES FOR 1993-94:
Continue to work with other agencies to effect better cooperation and enhance delivery of services. Provide on-going daily consultation to court personnel, HRS, State Attorney's Office, Office of the Public Defender, Guardian Ad Litem, Children's Services Council and other requesting agencies. Provide training to both divisional personnel and other agencies. provide seminars to the public. Increase the ability to screen and evaluate children arrested for serious crimes. Prepare three budgets and monitor and control all expenditures of divisional budgets.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of employees assigned full time to Divisional administrative functions	4	3	3
Number of psychological evaluations performed per psychologist	105	105	105
Number of consultations by Psychology staff w/ Divisions, Courts & Agencies	2,696	2,785	2,785
Number of children and divorce seminars provided to the public	12	12	12
Number of executive position evaluations	43	30	30

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: SABAL PALM YOUTH SERVICE CENTER**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	879,825	977,632	989,701	1,059,678
Operating Expenses	212,963	211,340	195,240	142,102
Capital Outlay	8,950	-	-	-
TOTAL	1,101,739	1,188,972	1,184,941	1,201,780
POSITIONS	26	26	26	25
FULL TIME EQUIVALENTS	26.00	26.00	26.00	25.00

FUNCTION:
The Sabal Palm Youth Service Center provides comprehensive delinquency prevention services to Palm Beach County youth and their families in a five-day per week residential setting. This treatment service, open to both boys and girls, is provided free of charge to all Palm Beach County residents and is designed to keep at-risk youth from entering the juvenile justice system. Average length of stay is six months. Treatment services include the following: comprehensive screening and referral as indicated, weekly, individual and family therapy, daily group, recreational and activity therapy, Parent Effectiveness training and Multi-family Therapy groups. A Unified Curriculum is provided on site by the Palm Beach County School Board. Each child's progress is carefully monitored by a treatment team consisting of a Clinical Supervisor (licensed psychologist), Masters level family therapist, professional counselors, registered nurse, Pediatrician, and paraprofessional support staff.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide 4,144 hours of counseling (individual, family & group therapies) and treatment monitoring services to residents and their families, the average treatment lasting approximately six months.
* To provide 1,650 hours of screening, testing and referral services for Palm Beach County residents.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of counseling & treatment monitoring service hours provided	3,683	3,904	4,144
Number of in-service training hours provided staff and relevant personnel	104	100	100
Number of hours screening & testing services for residents	1,538	1,608	1,650
Number of education and recreational	245	245	245
Number of medical screenings and evaluations	n/a	529	574
Number of clients served	556	1,051	1,141
Percent of clients successfully completing program	95%	95%	95%
Average length of stay per client	6 mo.	6 mo.	6 mo.

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: YOUTH SERVICE BUREAU**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	770,531	854,821	860,824	906,434
Operating Expenses	53,616	43,962	44,543	35,468
TOTAL	824,147	898,783	905,367	941,902
POSITIONS	22	22	22	21
FULL TIME EQUIVALENTS	22.00	22.00	22.00	21.00

FUNCTION:
The Youth Service Bureau provides individual and group counseling, parental effectiveness training, advocacy and other services to youth under the age of 18 and their families. These services are provided throughout Palm Beach County to prevent or minimize the impact of crime, delinquency, illegitimacy, truancy, deprivation, runaway and other family and youth related problems. The Youth Service Bureau works closely with schools and other appropriate agencies to provide a continuum of meaningful prevention services. The Youth Service Bureau carries out its mission by providing "outreach" services in the schools and homes of its clients.

GOALS AND OBJECTIVES FOR 1993-94:
* To identify, screen and analyze problems of 3,000 clients for Youth Service Bureau case treatment.
* To provide a full range of Youth Service Bureau services including assessment, referral, advocacy, one-to-one, family, parental, training, mediation and follow-up services in the form of counseling and guidance to 2,700 clients.
* To provide ongoing group counseling to 300 youths concerning school, social and behavior problems.
* To provide "Genesis Service", a short term treatment modality to approximately 350 youths.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of applicants per counselor (16 counselors)	336.5	356.6	378
Number of clients per counselor	254	273	289.6
Percent of clients not adjudicated	97%	97%	97%
Number of hours per closed case	10	10	10
Number of hours of group counseling provided	795	800	800
Number of hours provided Genesis Services	78	80	80
Number of new clients	4,068	4,372	4,634
Number of new applicants	5,384	5,707	6,049

DEPARTMENT: PUBLIC SAFETY **ORGANIZATION: E - 911 PROGRAM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	1,760,328	1,926,361	2,034,084	2,549,448
Interest Revenues	2,330	10,950	14,500	10,000
Miscellaneous Revenues	-	-	4,776	-
Fund Balance	734,169	549,269	370,196	43,081
TOTAL	2,496,828	2,486,580	2,423,556	2,602,529
APPROPRIATIONS				
Personal Services	72,362	89,391	77,497	87,485
Operating Expenses	2,056,078	2,179,851	2,175,723	2,442,577
Capital Outlay	18,696	147,396	124,000	10,945
Debt Service	2,755	3,255	3,255	3,255
Non-Operating	-	66,687	-	58,267
TOTAL	2,149,891	2,486,580	2,380,475	2,602,529
POSITIONS	2	3	3	3
FULL TIME EQUIVALENTS	2.00	2.50	2.50	2.50

FUNCTION:

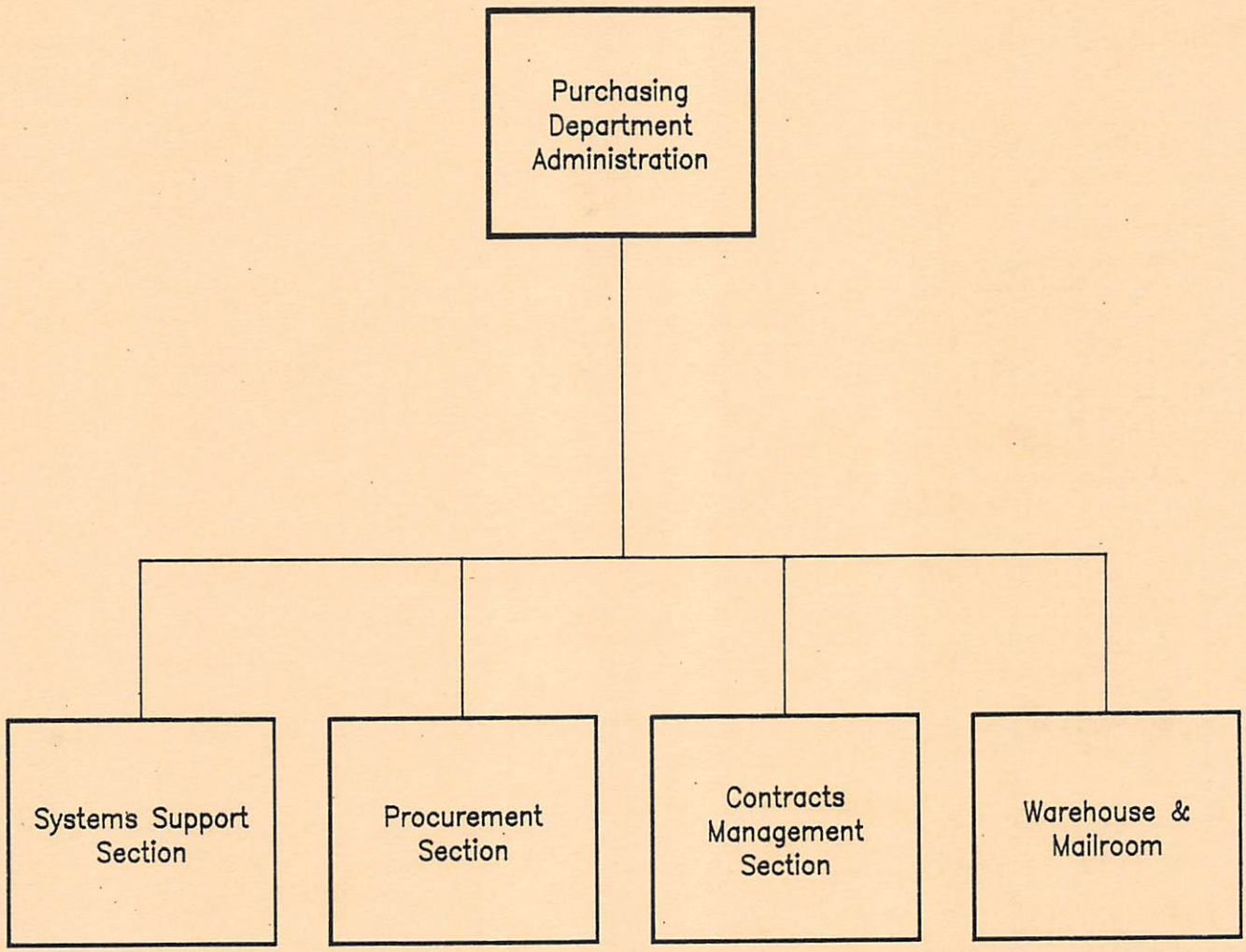
The 9-1-1 Management Section is responsible for the operations of the Countywide 9-1-1 system as authorized under the Florida Emergency Telephone Act. This Section monitors dispatch agencies' compliance with state and local laws; administers the 9-1-1 budget including dispatch agencies' funding levels; develops and maintains interlocal agreements; and maintains the 9-1-1 database which provides selective routing and automatic location information for County residents.

GOALS AND OBJECTIVES FOR 1993-94:

* To improve response to hearing and speech impaired 9-1-1 callers by installing Telecommunication Detection Devices for the Deaf (T.D.D.) at the 9-1-1 answering points.
* To update the 9-1-1 equipment at five (5) or more public safety answering points including the Palm Beach County Sheriff's Office and West Palm Beach Police Department.
* To improve efficiency by office automation especially in the area of automated mapping, and networking with other databases, such as property appraiser tax rolls, etc.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of address updates	886	600	650
Number of data base updates	1,079	1,000	1,100
Number of inquiry forms	920	900	1,000

Purchasing Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: PURCHASING

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	22,666	-	-	-
Inter-Departmental Charges	83,103	82,308	86,487	94,324
Miscellaneous Revenues	835	22,500	21,000	22,500
TOTAL	106,604	104,808	107,487	116,824
APPROPRIATIONS				
Personal Services	1,530,907	1,591,263	1,548,397	1,740,066
Operating Expenses	531,892	499,685	480,723	456,723
Capital Outlay	-	14,000	16,600	27,017
TOTAL	2,062,799	2,104,948	2,045,720	2,223,806
POSITIONS	47	45	45	45
FULL TIME EQUIVALENTS	47.00	45.00	45.00	45.00

BUDGET NARRATIVE:
Within the provisions of the Purchasing Ordinance 90-25, the Purchasing Department is responsible for procurement of all goods and services required by County departments in the performance of their specified functions. These responsibilities encompass the central procurement functions and the concomitant contracting activities, the monitoring of decentralized purchasing functions, the operation of a central warehouse function for small stores, and the operation of mail and courier functions for the County.

DEPARTMENT: PURCHASING **ORGANIZATION: PURCHASING SECTIONS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	22,666	-	-	-
Inter-Departmental Charges	83,103	82,308	86,487	94,324
Miscellaneous Revenues	835	22,500	21,000	22,500
TOTAL	106,604	104,808	107,487	116,824
APPROPRIATIONS				
Personal Services	1,099,301	1,101,955	1,100,118	1,281,463
Operating Expenses	332,428	339,291	320,618	287,785
Capital Outlay	-	14,000	16,600	27,017
TOTAL	1,431,729	1,455,246	1,437,336	1,596,265
POSITIONS	31	29	30	31
FULL TIME EQUIVALENTS	31.00	29.00	30.00	31.00

FUNCTION:
Within the provisions of the Purchasing Ordinance 90-25, the Purchasing Department is responsible for procurement of all goods and services required by County departments in the performance of their specified functions. These responsibilities encompass the central procurement functions and the concomitant contracting activities, the monitoring of decentralized purchasing functions, the operation of a central warehouse function for small stores, and the operation of mail and courier functions for the County.

GOALS AND OBJECTIVES FOR 1993-94:
* To award 90% of purchase orders within 30 days after receipt of requisition.
* To increase participation of certified M/WBE suppliers in county purchases.
* To issue renewal or replacement of all price agreements prior to their expiration.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of commodity lines requisitioned	34,308	30,000	30,000
Number of commodity lines purchased	34,051	27,000	27,000
Average work days to process requisition	14.9	11.5	11.5
Percent of purchase orders issued within 30 days	92	95	95

DEPARTMENT: PURCHASING **ORGANIZATION: STORES SECTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	431,606	489,308	448,279	458,603
Operating Expenses	199,464	160,394	160,105	168,938
TOTAL	631,070	649,702	608,384	627,541
POSITIONS	16	16	15	14
FULL TIME EQUIVALENTS	16.00	16.00	15.00	14.00

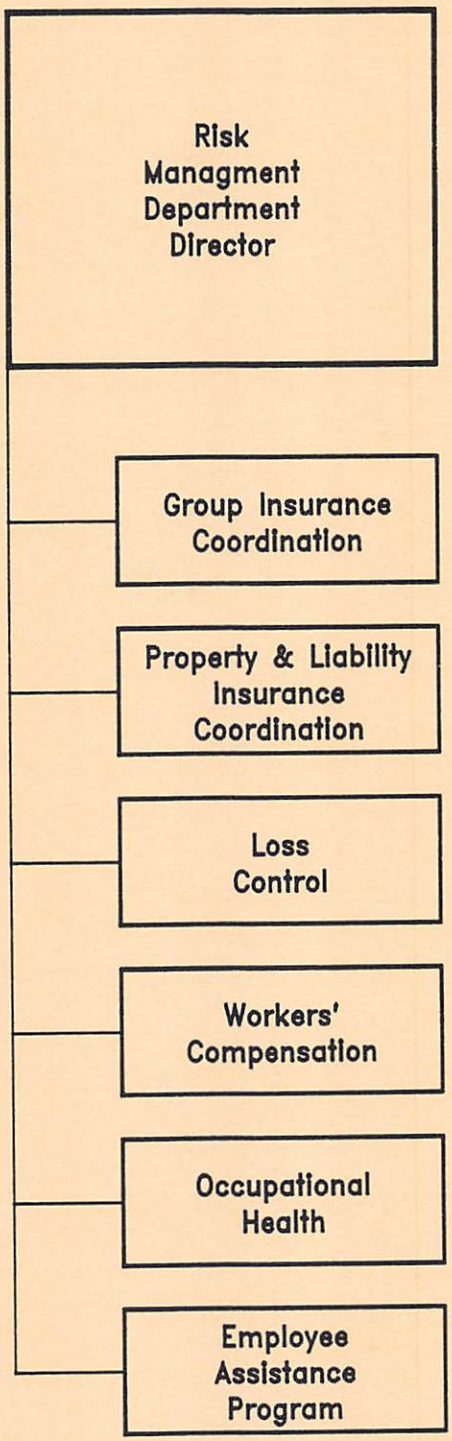
FUNCTION:
The function of the Stores section is to provide a warehouse facility for all County departments to obtain their basic operating supplies quickly at a reasonable cost. The Stores section also provides for regular delivery of supplies and emergency deliveries upon request. The Stores section oversees the countywide mail courier service as well as the central mailroom activities which are located within the Governmental Center. The Stores section is also responsible for the storing and distribution of emergency supplies in the event of a hurricane.

GOALS AND OBJECTIVES FOR 1993-94:
* To maintain sufficient amount of inventory to insure that 95% of Stores requisitions are filled within 5 work days.
* To maintain accuracy of inventory records.
* To purge inventory of slow-moving items.
* To reduce the cost of processing stock requisitions.
* To improve efficiency through cross training programs.
* To expand services to the new Judicial complex.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of requisitions processed	4,845	4,800	5,100
Number of line items processed	16,611	17,300	17,900
Number of line items filled in less than 5 work days	14,641	15,510	16,110
Annual rate of inventory turns achieved	4.52	4.5	4.5
Number of courier stops per man-hour	-	8.0	8.0
Volume of postal mail processed (x1000)	-	170	185
Volume of interoffice mail processed (x1000)	-	2,234	2,345

PALM BEACH
COUNTY

Risk Management Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: RISK MANAGEMENT

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	118,061	118,496	119,500	120,000
Interest Revenues	1,309,107	1,270,000	975,750	926,000
Miscellaneous Revenues	711,813	212,000	1,217,000	737,000
Fund Balance	1,725,377	767,521	96,575	2,261,916
Health Insurance Charges	11,918,341	15,832,510	15,359,520	18,317,000
Other Self Insurance Charges	6,618,236	8,279,233	8,706,853	10,012,659
TOTAL	22,400,938	26,479,760	26,475,198	32,374,575
APPROPRIATIONS				
Personal Services	1,252,786	1,313,733	1,332,638	1,353,472
Operating Expenses	21,014,897	24,719,650	22,880,644	30,466,923
Capital Outlay	-	-	-	26,500
Non-Operating	-	446,377	-	527,680
TOTAL	22,267,683	26,479,760	24,213,282	32,374,575
POSITIONS	31	30	30	29
FULL TIME EQUIVALENTS	30.50	29.30	28.80	28.00

BUDGET NARRATIVE:

The Risk Management Department coordinates all functions relating to risk identification, analysis and control. It manages the self-funded programs which provide property and liability insurance, workers' compensation and employee health insurance as well as other employee benefit plans and specific commercial insurance coverages.

The Department, through its Occupational Health Clinic, conducts medical screenings and provides medical services for both occupational and non-occupational related injuries and illnesses. The Clinic also provides health and fitness classes, cancer education, blood pressure screening and smoking cessation classes. Another section of the Clinic is the Employee Assistance Program which assists troubled employees who have personal problems affecting their work performance.

The Loss Control Section of Risk Management develops and implements comprehensive loss prevention programs for County employees, agencies and facilities. Programs and policies are designed to insure regulatory compliance with State and Federal occupational health and safety laws and include employee training in Driving, Medic First Aid, Right To Know, Confined Spaces, Asbestos Control, Hazardous Materials Coordination, Emergency Evacuation and Safety Inspections.

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: CASUALTY SELF INSURANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	724,130	790,000	535,750	536,000
Miscellaneous Revenues	6,659	2,000	62,000	82,000
Fund Balance	2,949,436	2,021,838	4,012,874	4,194,772
Other Self Insurance Charges	1,360,529	1,296,000	1,372,729	1,373,402
TOTAL	5,040,755	4,109,838	5,983,353	6,186,174
APPROPRIATIONS				
Personal Services	98,378	105,248	107,043	112,046
Operating Expenses	928,530	3,993,590	1,681,538	5,956,539
Capital Outlay	-	-	-	24,500
Non-Operating	-	11,000	-	93,089
TOTAL	1,026,908	4,109,838	1,788,581	6,186,174
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
To receive and process claims against the insurance programs from members of the public and/or their attorneys who allege that the County is liable for their personal injuries or property damage. To handle numerous types of property loss claims sustained by the County to its real and personal property and process claims against members of the public who have damaged County property. To consult with various departments/divisions regarding insurance requirements. To assist the County Attorney's office with claims mediation and to maintain property values for insurance purposes.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue training staff to improve their knowledge, skills and abilities.
* To conduct at least two supervisory orientations on claims reporting.
* To continue monitoring the County's Owner Controlled Insurance Program.
* To revise claims reporting "pyramid".
* To send all new claims from the public to our adjusters within three working days from the time all necessary information is received.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of injury and complaint calls received	618	690	621
Number of claims processed against the County	388	423	389
Total funds collected from County damage claims	107,900	60,000	80,000
Number of County damage claims processed against others	229	241	229
Number of department/division training sessions held	13	12	12

PALM BEACH COUNTY

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: EMPLOYEES HEALTH INSURANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	8,061	8,496	9,500	10,000
Interest Revenues	65,532	80,000	40,000	40,000
Miscellaneous Revenues	442,869	120,000	500,000	400,000
Fund Balance	408,491	210,671	-392,395	-141,458
Health Insurance Charges	11,918,341	15,832,510	15,359,520	18,317,000
TOTAL	12,843,295	16,251,677	15,516,625	18,625,542
APPROPRIATIONS				
Personal Services	99,960	113,925	115,150	120,565
Operating Expenses	13,135,189	16,093,697	15,542,933	18,404,970
Capital Outlay	-	-	-	2,000
Non-Operating	-	44,055	-	98,007
TOTAL	13,235,149	16,251,677	15,658,083	18,625,542
POSITIONS	3	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
To explain available benefits and coverages to employees and dependents. To assist employees with claim problems, handle enrollment, disenrollment and changes in enrollment in the various plans offered. To audit and reconcile all premium billings and approve for timely payment. To maintain an accounting system for receiving and recording monthly premium payments from retirees, terminated employees exercising COBRA and employees on an approved leave of absence. To amend insurance plans and verify compliance to mandated changes according to updates and revisions to Federal and State legislation and changing needs of the County insurance programs. To recommend to management the most cost effective benefits and delivery system.

GOALS AND OBJECTIVES FOR 1993-94:
* To notify and forward all necessary documents to terminated employees regarding C.O.B.R.A. rights and to retirees within 15 days of notification of termination date.
* To process through audit and reconciliation all insurance premium billings so that all billings are paid within 10 days of due date.
* To increase employee participation in FLEX Plan for the 1994 plan year.
* To educate and enroll employees in a Voluntary Income Protection Program.
* To present group insurance education/information to employees.
* To improve the administration of group life insurance programs, particularly waiver of premium.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Hours of Group Insurance presentations to employees	227.5	186	200
Percentage of premium billings submitted within 10 days of due date	71	75	78
Number of employee inquiries	13,280	15,300	15,000
Employees' transactions processed	2,464	2,675	2,700

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: RISK MANAGEMENT - ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	110,000	110,000	110,000	110,000
Interest Revenues	519,444	400,000	400,000	350,000
Miscellaneous Revenues	249,894	90,000	650,000	250,000
Fund Balance	-1,632,550	-1,464,988	-3,523,904	-1,791,398
Other Self Insurance Charges	5,257,707	6,983,233	7,334,124	8,639,257
TOTAL	4,504,496	6,118,245	4,970,220	7,557,859
APPROPRIATIONS				
Personal Services	181,470	189,995	229,622	178,303
Operating Expenses	131,482	257,038	256,517	234,784
TOTAL	312,952	447,033	486,139	413,087
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To direct and coordinate Risk Management and Loss Control activities in order to protect the County from accidental loss to its employees, property and from third party liability. To provide Group Insurance Programs, Workers' Compensation, Occupational Health services, Employee Assistance counseling and numerous safety training programs for the benefit of County employees. To apply sound plan design and risk financing principles.

GOALS AND OBJECTIVES FOR 1993-94:
* To direct and coordinate remarketing of the Group Medical Plans.
* To direct and coordinate efforts to streamline the Department in order to provide better customer service.
* To continue coordination of departmental efforts focused on reducing risk and its related cost to the County.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of risk and insurance consultations provided to departments/divisions.	466	480	483

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: WORKERS' COMPENSATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	12,390	-	5,000	5,000
TOTAL	12,390	-	5,000	5,000
APPROPRIATIONS				
Personal Services	159,892	170,035	172,991	178,053
Operating Expenses	6,316,266	3,825,072	4,854,198	5,284,304
TOTAL	6,476,158	3,995,107	5,027,189	5,462,357
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
To administer the County's Self-Insured Workers' Compensation Program in accordance with the Florida Workers' Compensation Law (F.S. 440). This includes the processing of all injuries, investigation of all lost time accidents and making payment of all authorized medical bills in accordance with the Florida Medical and Surgical Fee Schedule, or if unlisted, the CPT Schedule. Considerable legal work is involved in hearings before the Industrial Judges. In numerous cases, follow-up after an injury is necessary to return the injured employee to suitable job placement.

GOALS AND OBJECTIVES FOR 1993-94:
* To assist the Occupational Health Clinic in processing injured employees back to their jobs as soon as possible in either a limited or regular duty job situation.
* To investigate all injuries and lost time accidents and assist employees in returning to work following their injuries.
* To reduce medical costs by implementing a managed care program.
* To reduce processing time for medical bills through full implementation of the Pyramid System.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of medical bills received	6,985	7,684	8,452
Number of new Workers' Comp claims received and processed	604	664	731
Average number of days to process medical bills	8	9	10
Number of employees reporting work injuries	985	1,084	1,192
Number of employees reporting lost work time	156	172	189
Average lost time days per new case (excluding long term disability)	14.5	15.9	17.5
Average administrative cost/claim processed	244.4	268.8	295.7

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: LOSS CONTROL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	361,403	363,533	350,307	366,291
Operating Expenses	220,792	243,901	240,163	258,989
TOTAL	582,195	607,434	590,470	625,280
POSITIONS	8	7	7	6
FULL TIME EQUIVALENTS	8.00	6.80	6.80	6.00

FUNCTION:
The Loss Control Division develops and implements comprehensive loss prevention programs for County employees and agencies. This involves planning and promoting programs and policies to insure regulatory compliance in the areas of Occupational Safety, Industrial Hygiene, Hazardous Materials Management and Disposal, Vehicle Safety and total Loss and Damage Control. Measurement and evaluation of the effectiveness of the Loss Control Program is monitored Countywide and reported to management for further consideration.

GOALS AND OBJECTIVES FOR 1993-94:
* To develop an effective retrieval system for Material Safety Data Sheets (MSDSs).
* To fully implement comprehensive loss control programs specific to Departments, on a countywide basis.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of drivers trained in defensive driving	712	600	610
Number of employeess trained in medic first aid	391	420	390
Number of supervisors trained in "Right-to-Know"	221	221	225
Number of supervisors that completed the Supervisor Development course	-0-	100	300
Number of safety consultations and inspections completed	-0-	50	200

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: EMPLOYEE ASSISTANCE PROGRAM**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	99,512	77,199	78,247	80,397
Operating Expenses	78,405	84,021	83,749	83,719
TOTAL	177,917	161,220	161,996	164,116
POSITIONS	3	2	2	2
FULL TIME EQUIVALENTS	3.00	2.00	1.50	1.50

FUNCTION:
To provide confidential, professional assistance to troubled employees on a broad range of problems both personal and work related, within the context of work. This is accomplished by assessment of the employee's problem(s), development of a course of action, referral to the appropriate community resource(s), short-term counseling, crisis intervention, development of a treatment plan and follow-up case tracking. The Office provides training, consultation and resource to management in the areas of performance documentation, progressive discipline and monitoring progress as well as reinforcing management's efforts in coaching and counseling the employee. It also conducts specialized management workshops on topics such as "Dealing with Difficult Employees", "Drugs and Alcohol in the Workplace" and "Stress Management for Managers" in addition to providing employee education programs and lunch-time seminars in the areas of substance abuse and mental health including smoking cessation, stress management, co-dependency, parenting, elderly care and money management.

GOALS AND OBJECTIVES FOR 1993-94:
* To increase the number of cases closed as resolved by 1%.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of employees assessed	304	300	304
Number of short-term counseling sessions	937	920	925
Number of supervisors/managers trained	0	100	100
Number of employee education classes provided	63	65	65
Number of cases closed as resolved	177	178	180

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: OCCUPATIONAL HEALTH CLINIC**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	252,171	293,798	279,278	317,817
Operating Expenses	204,233	222,331	221,546	243,618
TOTAL	456,404	516,129	500,824	561,435
POSITIONS	6	7	7	7
FULL TIME EQUIVALENTS	5.50	6.50	6.50	6.50

FUNCTION:
To provide services to promote and maintain the health of Palm Beach County employees. Staff provides assessment, treatment/referral and follow-up of injured workers, pre-placement and annual exams, employee health monitoring and counseling for personal and work related health problems and clearance for returning to work after a medical absence. The Office obtains medical verification from private physicians as well as the County's physicians before authorizing medical disability and leaves of absence. In addition, the Office provides health education to promote health and fitness.

GOALS AND OBJECTIVES FOR 1993-94:
* To reorganize task assignments among the OHC staff RN's to improve consistency and efficiency, especially in the area of Worker's Compensation cases.
* To revise procedures for scheduling annual/periodic exams in order to accommodate present and new requirements and to better serve our clients.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Estimated cost savings for work-related clinic visits	352,431	387,674	426,440
Estimated cost savings for non-work related clinic visits	28,036	25,000	20,000
Estimated cost savings for Health Education Programs	29,550	25,000	20,000
Number of health risk appraisals administered	331	250	200

PALM BEACH COUNTY

DEPARTMENT: RISK MANAGEMENT **ORGANIZATION: RISK MANAGEMENT FUND RESERVES**

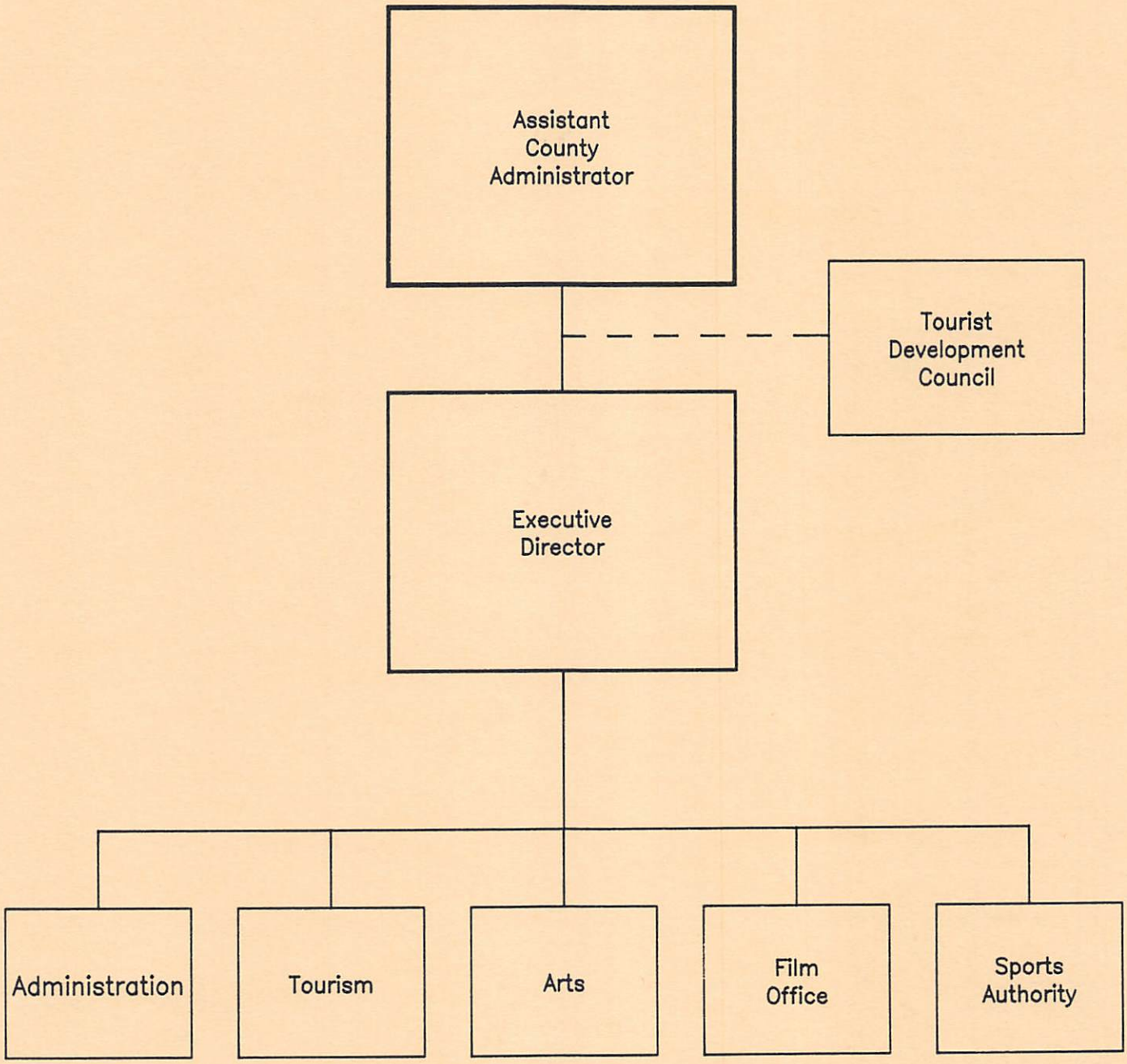
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	-	391,322	-	336,584
TOTAL	-	391,322	-	336,584

FUNCTION:
The Risk Management Fund Reserves for FY 1993-94 represent amounts set aside for contingencies - $45,000 and for insurance claims - $291,584.

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

Tourist Development



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: TOURIST DEVELOPMENT

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Tourist Development Taxes	7,600,450	7,941,684	8,480,695	8,842,314
Interest Revenues	211,200	107,952	155,601	128,071
Miscellaneous Revenues	10,000	120,000	110,000	115,000
Fund Balance	3,771,527	2,216,920	3,975,601	3,073,018
TOTAL	11,593,178	10,386,556	12,721,897	12,158,403
APPROPRIATIONS				
Personal Services	271,384	278,177	281,348	290,276
Operating Expenses	6,073,354	7,658,881	7,601,934	8,931,010
Capital Outlay	6,046	16,200	46,300	14,550
Non-Operating	1,266,741	2,433,298	1,386,487	2,922,567
TOTAL	7,617,526	10,386,556	9,316,069	12,158,403
POSITIONS	6	5	5	5
FULL TIME EQUIVALENTS	5.00	5.00	5.00	5.00

BUDGET NARRATIVE:

As permitted by Florida Statute 125.0104, Palm Beach County formed a Tourist Development Council and implemented a 1% "Local Option Bed Tax" effective October 1, 1982. This tax was raised to 2% on January 24, 1984 and again to 3% on February 1, 1989.

The Local Option Bed Tax is charged on all short term transient rentals. Short term is determined to be six months or less. This includes hotels/motels, condominiums, apartments, single detached homes and campgrounds.

The main function of the Tourist Development Council is to promote, enhance and maintain tourism in Palm Beach County. The revenue from the Local Option Bed Tax is allocated to specific specialized groups to accomplish its goals as follows:

1. Tourism Promotion - 70% of the first two cents and 25% of the third cent is allocated to the direct promotion and advertising of Palm Beach County as a tourist destination.
2. Cultural Fine Arts - 30% of the first two cents is allocated for grants and promotion of cultural groups and festivals in Palm Beach County.
3. Beach Restoration - 50% of the third cent is allocated to the Beach Restoration Program. These funds are transferred to PBC Environmental Resources Management Department. The County can receive up to $7 in State and Federal funding for each County dollar spent on beach programs.
4. Cultural Non-Fine Arts - 15% of the third cent is allocated for granting to various non-arts museums and preservation boards.
5. Sports Authority - 10% of the third cent is allocated for grants and the promotion of sporting events in Palm Beach County.

DEPARTMENT: TOURIST DEVELOPMENT **ORGANIZATION: PBC CULTURAL COUNCIL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Tourist Development Taxes	1,900,112	1,985,421	2,147,125	2,211,500
Interest Revenues	44,793	30,637	36,767	31,608
Miscellaneous Revenues	735	-	-	-
Fund Balance	1,212,500	614,976	919,166	679,699
TOTAL	3,158,141	2,631,034	3,103,058	2,922,807
APPROPRIATIONS				
Operating Expenses	2,233,502	2,173,833	2,172,732	2,352,664
Non-Operating	33,526	457,201	140,052	570,143
TOTAL	2,267,028	2,631,034	2,312,784	2,922,807

FUNCTION:
Established in 1978 and officially designated by the Board of County Commissioners as its local arts agency in 1979, the mission of the Palm Beach County Cultural Council, Inc., is to develop, coordinate and promote the arts and cultural activities throughout Palm Beach County. Its 1992 long range cultural plan, approved by the Tourist Development Council and the Board of County Commissioners, calls for "preservation and enhancement" of tourist development funds for culture, and its improved marketing to tourists.

GOALS AND OBJECTIVES FOR 1993-94:
* To manage Tourist Development cultural activity grant funds for fine art (Category B) and non-fine art (Category F) which includes 40 cultural organizations.
* To provide increased technical assistance to cultural organizations in the areas of management, marketing, public relations, grant writing, and planning.
* To manage Art in Public Places programs including rotating visual art exhibitions at Palm Beach International Airport and county and municipal government, judicial, and business centers.
* To manage Airport Performing Arts Series to provide travelers with 75 free concerts from October through May.
* To manage Airport Cultural Information Center to provide travelers with informational video, collateral materials, maps and schedules for county cultural attractions.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of trade shows attended	5	5	5
Airport performance series	102	70	70
Organizations receiving technical assistance	371	600	600
Number of grants TDC approved FY '94	-	40	40
Art in Public Places exhibitions	21	20	20

DEPARTMENT: TOURIST DEVELOPMENT **ORGANIZATION: FILM LIAISON OFFICE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	78,607	98,516	98,266	102,659
Operating Expenses	38,685	47,567	47,308	63,276
Capital Outlay	-	4,100	4,600	5,100
Non-Operating	-33,526	-45,055	-45,052	-51,310
TOTAL	83,766	105,128	105,122	119,725
POSITIONS	2	2	2	2
FULL TIME EQUIVALENTS	2.00	2.00	2.00	2.00

FUNCTION:
Service is the most important priority for the Film Liaison Office. First, there is the service to the community to protect the public from unsafe filmmakers or frauds. Second, to provide the highest caliber service to legitimate filmmakers and be responsive on a 24-hour basis. This is the key factor to building a good reputation in the film industry. It is the "payoff" to attracting inquiries from producers through our diverse marketing efforts. Our service is tied to our countywide PPM CWO-031, One-Stop Permitting policy which includes thirty-four (34) municipalities and taxing districts. Marketing and promotion campaigns include trade shows, advertising, and the creation and distribution of collateral such as resource directories and location photo and video libraries.

GOALS AND OBJECTIVES FOR 1993-94:
* To provide a high level of community awareness about Burt Reynolds and his loyalty to Palm Beach County and his persistence in trying to build a successful industry reputation for Palm Beach County and Florida.
* Create an indepth analysis of the state and local efforts in developing film and TV industry since the establishment of the Palm Beach County Film Liaison Office in February 1989.
* Establish new comprehensive Five Year Plan to generate film and TV production and investment financing. (Note: New State programs are being evaluated in the Spring 1993 session of the Legislature).
* To develop a plan to computerize the Palm Beach County Film Liaison photo library.
* To develop new interests for film and television facilities in Palm Beach County. (Note: This program hinges on the passage of the BR Ranch Film Facility re-zoning).

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of producer packets despensed	175	250	275
Number telephone inquiries	2,139	2,600	2,860
Industry shows/conferences attended	-	200	240
Permits issued	55	75	82
Total dollar impact of filming in Palm Beach County (Millions)	7.3	23.5	25.8
Number of hotel room nights generated by filming activities	1,364	1,419	1,489

DEPARTMENT: TOURIST DEVELOPMENT **ORGANIZATION: 3RD CENT - BEACHES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Tourist Development Taxes	1,266,741	1,323,614	1,323,614	1,470,647
Fund Balance	81,509	-32,127	81,509	151,409
TOTAL	1,348,250	1,291,487	1,405,123	1,622,056
APPROPRIATIONS				
Non-Operating	1,266,741	1,291,487	1,291,487	1,622,056
TOTAL	1,266,741	1,291,487	1,291,487	1,622,056

BUDGET COMMENT:
As permitted by Florida Statute 125.0104, the County has allocated 50% of the 3rd cent through Ordinance 89-9 to provide for beach improvement, maintenance, renourishment, restoration and erosion control with an emphasis on dune restoration when possible. These funds are transferred to the PBC Department of Environmental Resources. The County can receive up to $7 from State/Federal Grants for each County dollar spent on beach programs.

PALM BEACH COUNTY

DEPARTMENT: TOURIST DEVELOPMENT **ORGANIZATION: TOURISM PROMOTION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Tourist Development Taxes	4,180,248	4,367,926	4,723,673	4,865,300
Interest Revenues	72,881	65,426	104,648	85,224
Miscellaneous Revenues	9,264	120,000	110,000	115,000
Fund Balance	2,108,336	1,387,729	2,620,013	1,975,410
TOTAL	6,370,729	5,941,081	7,558,334	7,040,934
APPROPRIATIONS				
Personal Services	192,883	179,661	183,082	187,617
Operating Expenses	3,514,745	5,058,372	5,012,855	6,193,847
Capital Outlay	6,046	11,600	36,600	8,450
Non-Operating	-	586,320	-	531,295
TOTAL	3,713,674	5,835,953	5,232,537	6,921,209
POSITIONS	4	3	3	3
FULL TIME EQUIVALENTS	3.00	3.00	3.00	3.00

FUNCTION:
The Tourist Development program is designed to develop and implement on-going marketing, promotional, advertising, sales and related programs that will increase the awareness of the County as a major travel destination, both domestically and internationally.

GOALS AND OBJECTIVES FOR 1993-94:
* Continue to work closely with the members of the Tourist Development Council to provide guidance to the various contractors.
* Develop a long-range capital plan with the TDC to maximize the positive economic effects of spending TDC dollars.
* Work within PBC purchasing guidelines to keep contracts on time during the approval process.
* Be more active in state legislative matters relating to tourism issues.
* Continue directing TDC administrative staff in the preparation of financial and contractual documents in support of all TDC funded departments except the beach fund.
* Continue to work closely with the PBC Hotel/Motel Association to achieve common marketing goals and the best use of the TDC dollars.
* Hold regular meetings with TDC funded division directors to better coordinate all promotions and marketing activities.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of advertising inquiries	124,227	126,000	135,000
Average room occupancy rate (%)	60.7	62.0	63.0
Occupied room nights	3,075,007	3,338,538	3,500,000
Number of wholesalers	125	130	140
Number of press releases	35	40	50
Number of articles published	185	200	225

DEPARTMENT: TOURIST DEVELOPMENT **ORGANIZATION: PBC SPORTS COMMISSION**

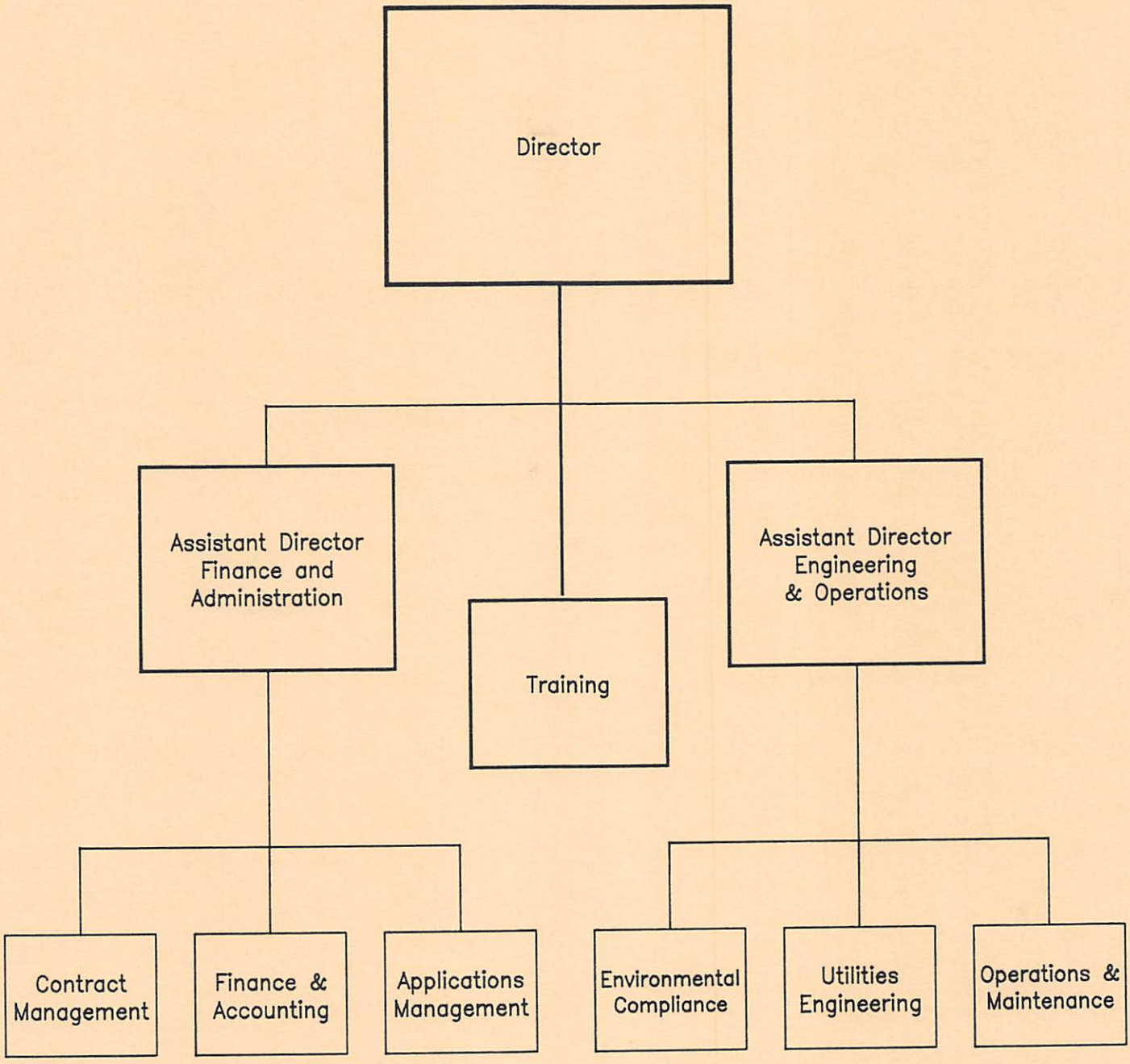
	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Tourist Development Taxes	253,348	264,723	286,283	294,867
Interest Revenues	93,525	11,889	14,186	11,239
Fund Balance	369,182	246,342	354,913	266,500
TOTAL	716,056	522,954	655,382	572,606
APPROPRIATIONS				
Personal Services	-105	-	-	-
Operating Expenses	286,421	379,109	369,039	321,223
Capital Outlay	-	500	5,100	1,000
Non-Operating	-	143,345	-	250,383
TOTAL	286,315	522,954	374,139	572,606

FUNCTION:
The Palm Beach County Sports Commission, Inc. was formed to "attract, stimulate, and promote sports entertainment events and activities in Palm Beach County; coordinate and sponsor or co-sponsor sporting events with private citizens and organizations; and assist in obtaining maximum utilization of the sports and entertainment facilities owned and operated by, or available to, the County". By attracting events to the County, the Sports Commission provides a positive economic impact and promotes the image of Palm Beach County both locally and on a national basis.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue refining operating procedures as private, non-profit corporation contracting to County for promoting sports in Palm Beach County.
* To expand our membership in the community and create a greater awareness of the PBC Sports Commission in order to have a stronger volunteer network and committee structure.
* To raise funds through membership and sponsorship to supplement Tourist Development Council support for the purpose of further promoting sports in the County.
* To assist, host and promote sporting events attracted to Palm Beach County in order to insure quality sporting events for participants and spectators.
* To market Palm Beach County more aggressively nationally and internationally as a potential sports destination to meet, complete and train, in an attempt to increase tourism and hotel occupancy and generate a positive economic impact.
* To bring opportunities to our youth through clinics and youth programs and to create social events for our members.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Bids submitted to host events	13	15	15
Bids awarded to host events	3	3	4
Groups receiving assistance	26	200	250
Grants awarded	11	15	17
Room nights (events hosted)	20,900	29,000	33,000
National exposure events	4	10	9
Special events hosted (youth programs, luncheons, etc.)	5	10	12
Workshops/seminars/trade shows attended	8	11	14

Water Utilities Department



PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: WATER UTILITIES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Water & Sewer Charges-Services	43,154,011	43,916,000	44,224,000	47,142,000
Interest Revenues	2,541,495	2,786,000	2,370,000	2,533,000
Tap-In/Capacity Reservation	-	6,210,000	5,514,000	5,600,000
Miscellaneous Revenues	2,283,462	4,606,000	2,238,902	4,964,000
Interfund Transfers	-	52,974,506	57,431,068	76,172,622
Proceeds from Sale of Bonds	-	-	22,100,000	750,000
Fund Balance	47,538,000	43,214,872	44,466,000	65,519,135
TOTAL	95,516,970	153,707,378	178,343,970	202,680,757
APPROPRIATIONS				
Personal Services	14,618,939	16,579,381	16,182,553	17,665,888
Operating Expenses	14,525,357	16,171,249	15,614,947	16,153,521
Capital Outlay	10,409,912	30,059,800	11,490,239	48,365,261
Debt Service	6,309,461	13,774,000	12,106,028	12,164,502
Non-Operating	-64,006	77,122,948	57,431,068	108,331,585
TOTAL	45,799,663	153,707,378	112,824,835	202,680,757
POSITIONS	424	423	422	423
FULL TIME EQUIVALENTS	423.00	422.00	421.00	422.00

BUDGET NARRATIVE:

The mission of the Palm Beach County Water Utilities Department is to provide high quality drinking water and environmentally sound wastewater collection, treatment, and disposal service to over 280,000 people in a cost effective manner. The provision of water service includes withdrawal of groundwater as a source of supply, treatment at eight (8) treatment facilities, and distribution throughout the service area. The provision of wastewater service includes collection of wastewater by approximately 600 lift stations to six (6) treatment plants, five (5) of which are operated by the Department. The Department is organized into eight (8) divisions/sections, each of which shares a portion of the responsibility for accomplishing the Department's mission.

PALM BEACH COUNTY

DEPARTMENT: WATER UTILITIES **ORGANIZATION: WATER UTILITIES ADMINISTRATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Water & Sewer Charges-Services	43,154,011	43,916,000	44,224,000	47,142,000
Interest Revenues	1,039,808	1,223,000	1,218,000	1,221,000
Tap-In/Capacity Reservation	-	6,210,000	5,514,000	5,600,000
Miscellaneous Revenues	2,265,281	4,606,000	2,238,902	4,964,000
Interfund Transfers	-10,243,810	40,982,506	41,917,040	65,214,120
Proceeds from Sale of Bonds	-	-	-	750,000
Fund Balance	45,866,000	41,542,872	42,794,000	42,147,635
TOTAL	82,081,290	138,480,378	137,905,942	167,038,755
APPROPRIATIONS				
Personal Services	414,084	499,769	467,998	457,514
Operating Expenses	2,901,914	3,219,209	2,889,554	2,976,031
Capital Outlay	-	10,200	10,200	600
Non-Operating	-	46,117,000	47,033,902	51,217,000
TOTAL	3,315,998	49,846,178	50,401,654	54,651,145
POSITIONS	8	8	7	7
FULL TIME EQUIVALENTS	8.00	8.00	7.00	7.00

FUNCTION:
The Administration Division plans and manages the functions of the County's water and wastewater utility operations. This Division coordinates and directs the overall activities of the Training, Contract Management, Finance and Accounting, Applications Management, Environmental Compliance, Utilities Engineering and Operations & Maintenance Divisions/Sections to effectively develop, monitor and perform the utility operations.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to provide high quality drinking water and to treat and dispose of wastewater in an environmentally sound and cost effective manner.
* To continue to provide and maintain a capital facilities Master Plan sufficient to result in cost effective permanent infrastructure.
* To ensure the financial integrity of the water and wastewater systems, by providing adequate debt service coverage, funding for capital facilities and establishment of proper rates for service provided.
* To ensure compliance with the established departmental M/WBE goals.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total costs per unit within budget ($)	220	233	243
Administrative costs/thousand gallons treated water < 3 year average ($)	.60	.58	.60
Percentage of Master Plan reviewed by February	100	100	100
Percentage of Annual Comprehensive Land Use Plan reviewed by March	100	100	100
Bond Debt Service Coverage > bond covenant requirement of 125%	1.90	1.57	1.65
Percentage of budgeted net income realized	n/a	n/a	100
Percentage of MBO's accomplished annually	97	100	100
Percentage of departmental M/WBE goals accomplished	n/a	100	100

DEPARTMENT: WATER UTILITIES **ORGANIZATION: WATER UTILITIES TRAINING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	121,869	100,100	57,751	144,765
Operating Expenses	51,792	93,825	61,670	22,200
TOTAL	173,661	193,925	119,421	166,965
POSITIONS	3	2	2	3
FULL TIME EQUIVALENTS	3.00	2.00	2.00	3.00

FUNCTION:
The training section is responsible for providing and coordinating technical, supervisory and safety training; and for coordination of the Department's QIA/TQM efforts.

GOALS AND OBJECTIVES FOR 1993-94:
* To coordinate necessary supervisory, technical, customer relations and safety training programs.
* To assist various task teams in recommending improvements for the Department.
* To continue participation in QIA/TQM activities.
* To develop a sequence and schedule for the Maintenance Career Path by September 30, 1994.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of contact hours of supervisory training	635	320	200
Number of contact hours of technical training	1,158	600	600
Number of contact hours of customer relations training	156	1,200	200
Number of contact hours of safety training	1,668	2,000	2,000
% of employees participating in QIA/TQM program	13	10	10
Number of task teams established	3	6	3
% completion of the program developed for Maintenance Career Path 9/30/94	n/a	n/a	100

DEPARTMENT: WATER UTILITIES **ORGANIZATION: OPERATIONS & MAINTENANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Miscellaneous Revenues	18,181	-	-	-
TOTAL	18,181	-	-	-
APPROPRIATIONS				
Personal Services	9,234,845	10,477,752	10,325,371	11,216,197
Operating Expenses	10,175,884	11,141,000	11,088,440	11,462,200
Capital Outlay	-	457,200	263,218	995,282
Debt Service	187,873	204,000	192,000	198,000
Non-Operating	-	2,525,370	-	2,553,691
TOTAL	19,598,602	24,805,322	21,869,029	26,425,370
POSITIONS	281	281	273	273
FULL TIME EQUIVALENTS	281.00	281.00	273.00	273.00

FUNCTION:
The Operations and Maintenance Division is responsible for operating and maintaining facilities to provide drinking water and wastewater services in compliance with local, state and federal regulations. These facilities include eight (8) water plants permitted for a total of 60 million gallons per day capacity, six (6) wastewater plants permitted for a total of 36.3 million gallons per day capacity, water pumping stations, water storage facilities, eight (8) wellfields, over 700 miles of water transmission and distribution lines, 600 wastewater lift stations, septage facilities and 400 miles of wastewater mains.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue fire hydrant preventive maintenance program as required by ECR Rule II.
* To meet customer water and wastewater demands at or below budget in conformance with federal, state and local regulations.
* To continue a water meter testing program by performing flow tests on water meters 3" or above and repairing/replacing as needed and continue meter change-out for targeted groups.
* To continue leak detection program.
* To continue inspection/repair of wastewater mains and joints.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of water customers (dwelling units)	131,673	134,873	138,073
Number of meters installed for new customers	2,620	2,800	2,400
Number of leaks repaired	1,966	1,500	1,500
Total operating costs/1,000 gallons of water treated	1.13	1.19	1.27
Number of flow test performed on 3" meters or above	167	300	300
Number of wastewater customers (dwelling units)	128,015	131,215	134,415
Total operating costs/1,000 gallons of wastewater treated	1.90	1.96	1.99
Gravity sewer mains targeted for inspection and evaluation (in feet)	30,240	28,000	28,000

DEPARTMENT: WATER UTILITIES **ORGANIZATION: UTILITIES ENGINEERING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	2,035,598	2,390,018	2,258,657	2,422,950
Operating Expenses	344,733	585,415	449,580	514,220
Capital Outlay	10,409,912	29,525,000	11,044,000	47,146,300
Non-Operating	-64,006	26,823,578	5,244,666	30,885,394
TOTAL	12,726,238	59,324,011	18,996,903	80,968,864
POSITIONS	41	41	48	48
FULL TIME EQUIVALENTS	41.00	41.00	48.00	48.00

FUNCTION:
The Utilities Engineering Division is responsible for conducting long-range facilities planning; for identifying and planning for required system expansion and improvements needed to maintain cost-effective water and wastewater utility service; for ensuring that water and wastewater systems in new developments are designed and constructed according to standards established to guarantee the health and safety of consumers; for providing timely water meter installation approvals; for administering the program for extensions of water and wastewater mains into older residential areas; for providing information to members of the public relating to design/construction standards and to water/wastewater service availability; and for continuing to provide engineering design, project management and construction coordination services for projects implemented.

GOALS AND OBJECTIVES FOR 1993-94:
* To meet all targeted Master Plan construction project dates.
* To complete all Master Plan construction projects within budget.
* To eliminate 50,000 gallons per day of inflow/infiltration into the wastewater system.
* To increase utilization of CAD system in lieu of outside engineering services.
* To complete implementation of the automated project management system.
* To maintain a ten (10) day turnaround time for review of developer plans for dedication of water and wastewater facilities.
* To complete the semi-annual Contributed Asset Report by 4/30 and 10/30.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of projects performed during FY	26	20	20
Percentage of projects awarded compared to fiscal year plan	104	100	100
Percentage of dollars expended compared to dollars budgeted for fiscal year	30	100	100
Gallons per day of inflow eliminated during the fiscal year	275,000	50,000	50,000
Percentage of in-house design projects on C.A.D. system	100	75	75
Number of development plans received	171	300	200
Percentage of total projects maintained on project management system	100	100	100
Percentage of development plans reviewed within 10 days of receipt	100	100	80

DEPARTMENT: WATER UTILITIES **ORGANIZATION: ENVIRONMENTAL COMPLIANCE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	172,748	162,918	205,209	227,310
Operating Expenses	8,729	64,450	84,370	82,400
TOTAL	181,477	227,368	289,579	309,710
POSITIONS	3	3	4	4
FULL TIME EQUIVALENTS	3.00	3.00	4.00	4.00

FUNCTION:
The Environmental Compliance section is responsible for ensuring that the Department complies with federal, state and local laws governing the operations of a water and wastewater utility. This effort includes the administration of mandated programs such as Cross Connection Control, Industrial Pretreatment, Fuel Tank Storage Management and the Wellfield Protection Permitting programs. The Section reviews and monitors existing and pending legislation; prepares and submits permit applications, renewals and modifications, and monitors and maintains concurrency requirements. The Section is also responsible for the Department's employee health and safety concerns.

GOALS AND OBJECTIVES FOR 1993-94:
* To complete the Underground Tank Removal Program in order to insure compliance with the Florida Petroleum Liability Insurance Program.
* To retrofit 50 departmental lift stations with required backflow prevention devices.
* To complete field survey of potential industrial discharges for the Industrial Pretreatment Program.
* To complete Department facilities survey, inspection and certification of all backflow prevention devices.
* To timeline the permitting requirements by utilizing a computer tracking system to insure more efficient regulatory compliance of existing permits.
* To review and formalize three (3) safety training programs, including confined space entry procedures, Lock-out/Tag-out procedures, Right to Know procedures and a Chemical Hygiene Program for laboratory operations.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
# of WUD fuel underground storage tanks removed	n/a	2	2
% of WUD fuel underground storage tanks removed	n/a	100	100
# of targeted Departmental lift stations retrofitted with backflow preventers	n/a	50	50
% of targeted Departmental lift stations retrofitted with backflow preventers	n/a	100	100
# of Departmental facilities inspected and certified with backflow preventers	n/a	100	100
% of targeted Dept. facilities inspected and certified with backflow preventors	n/a	100	100
% completion of industrial pretreatment approval process	n/a	100	100
% completion of stormwater permitting process	n/a	100	100

PALM BEACH COUNTY

DEPARTMENT: WATER UTILITIES **ORGANIZATION: CONTRACT MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	224,712	276,349	251,948	303,387
Operating Expenses	9,031	13,150	10,400	21,870
Capital Outlay	-	1,200	1,200	4,500
TOTAL	233,743	290,699	263,548	329,757
POSITIONS	7	7	7	7
FULL TIME EQUIVALENTS	7.00	7.00	7.00	7.00

FUNCTION:
The Contract Management Section is responsible for the management, review and maintenance of all Departmental contracts, agreements and other legal documents; for the service initiation process including billing for developer agreements, meter installations, 3rd party reimbursements and ancillary services; for the procurement process on a Department-wide basis for construction contracts and professional service agreements; and for the centralization of Department-wide property transactions (acquisitions and dispositions).

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to utilize standard checklists to analyze all contracts.
* To continue to train targeted personnel in utilization of personal computers.
* To update all policy and procedure memorandum.
* To continue to complete quarterly reports to Contract Administration Division within ten (10) working days of the quarter end.
* To continue to complete internal authorizations for change orders and Consultant Services within three (3) working days upon receipt.
* To continue to coordinate the Department's bid process for engineering contracts.
* To implement a tracking system to monitor the Department's M/WBE efforts effectively.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of contracts reviewed by checklist	53	55	55
Percentage of contracts reviewed by checklist	100	100	100
Percentage of quarterly reports to Contract Adm. completed within 10 days	100	100	100
Number of change orders processed	57	60	65
Percentage of change orders completed in-house within 3 days	100	100	100
Number of consultant services authorizations processed	57	60	62
Percentage of consultant services authorizations completed within 3 days	100	100	100
Percentage of M/WBE quarterly reports completed within 10 days	100	100	100

DEPARTMENT: WATER UTILITIES **ORGANIZATION: APPLICATIONS MANAGEMENT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	229,466	253,034	266,901	289,633
Operating Expenses	753,200	843,900	816,730	866,600
Capital Outlay	-	-	120,000	3,000
TOTAL	982,666	1,096,934	1,203,631	1,159,233
POSITIONS	8	8	8	8
FULL TIME EQUIVALENTS	8.00	8.00	8.00	8.00

FUNCTION:
The Applications Management Section is responsible for managing utility systems, directing project implementation and coordinating Departmental data processing budgets and long-range systems planning.

GOALS AND OBJECTIVES FOR 1993-94:
* To implement bill revisions as required.
* To update policy and procedure memoranda.
* To improve long-range applications planning/integration and complete system projects identified by the Long-Term Data Processing Plan and update the plan accordingly.
* To complete applicable phases of Long-Term Water/Wastewater Data Collection and Reporting System.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Percentage of bills mailed after effective date with required revisions	100	100	100
Number of PPM's reviewed and updated	23	23	23
Percentage of PPM's reviewed and updated	100	100	100
Number of automated project goals completed as planned	4	4	5
Percentage of automated project goals completed as planned	100	100	100
Percentage of Phase II of TIMS Project completed as planned	100	100	100
Percentage of Phase III of TIMS Project completed as planned	100	100	100

DEPARTMENT: WATER UTILITIES **ORGANIZATION: FINANCE & ACCOUNTING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	2,185,616	2,419,441	2,348,718	2,604,132
Operating Expenses	280,073	210,300	214,203	208,000
Capital Outlay	-	66,200	51,621	215,579
TOTAL	2,465,689	2,695,941	2,614,542	3,027,711
POSITIONS	73	73	73	73
FULL TIME EQUIVALENTS	72.00	72.00	72.00	72.00

FUNCTION:
The Finance & Accounting Division is responsible for accounting and reporting of the financial transactions of the Department; establishment and maintenance of customer billing and account information; issuance of bills and revenue collection; processing of customer service requests and complaints; and the reading of meters.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue to respond to customer requests for written information within 10 days.
* To disconnect 90% of accounts eligible for turn-off and perform follow-up procedures on 50% of accounts not responding.
* To update policy and procedure memoranda.
* To submit interim financial statements and related expense reports and/or respond to inquiries within 30 days of month end.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
# of customer inquiries/complaints	3,000	4,459	4,500
% of customer requests for information responded to within ten days	100	100	100
% of qualified accounts turned-off compared to total accounts on list	100	100	100
% of accounts subject to follow-up procedures not responding to turn-off	57	50	50
# of PPM's reviewed and updated	69	70	70
% of PPM's reviewed and updated	100	100	100
# of financial statements and reports submitted within 30 days	35	40	40
% of financial statements and reports submitted within 30 days	87	100	100

DEPARTMENT: WATER UTILITIES **ORGANIZATION: WATER UTILITIES DEBT SERVICE**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Interest Revenues	1,501,686	1,563,000	1,152,000	1,312,000
Interfund Transfers	10,243,810	11,992,000	15,514,028	10,958,502
Proceeds from Sale of Bonds	-	-	22,100,000	-
Fund Balance	1,672,000	1,672,000	1,672,000	23,371,500
TOTAL	13,417,497	15,227,000	40,438,028	35,642,002
APPROPRIATIONS				
Debt Service	6,121,588	13,570,000	11,914,028	11,966,502
Non-Operating	-	1,657,000	5,152,500	23,675,500
TOTAL	6,121,588	15,227,000	17,066,528	35,642,002

BUDGET COMMENT:
The Water and Sewer Revenue Bonds are collateralized by a first lien on the Department's net revenue (as defined in the bond resolution). The Department is required to establish rates and fees sufficient to provide net revenue which is at least 125% of the annual debt service requirements. The resolution establishes certain accounts and determines the order in which revenue is to be deposited into these accounts. The bonds are not an indebtedness of or guaranteed by the County. Long-term debt payable as of September 30, 1992, amounted to $113,070,000.

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	-	416,229	-	1,375,991
Other Charges for Services	-	950	110	250
Fines & Forfeitures	18,480	17,500	17,500	105,500
Interest Revenues	2,034	1,500	1,500	412
Miscellaneous Revenues	-	-	-	-
Fund Balance	29,573	42,073	50,088	2,414,183
TOTAL	50,087	478,252	69,198	3,896,336
APPROPRIATIONS				
Personal Services	418,712	74,186	73,126	136,093
Operating Expenses	10,055,254	11,027,851	7,979,791	11,916,912
Capital Outlay	12,675	3,100	6,283	2,700
Non-Operating	-	81,884	50,000	193,800
TOTAL	10,486,642	11,187,021	8,109,200	12,249,505
POSITIONS	-	2	2	3
FULL TIME EQUIVALENTS	-	2.00	2.00	3.00

BUDGET NARRATIVE:

Included in this category are amounts budgeted for the following non-departmental boards and agencies:

Financially Assisted Agencies

Drug Abuse Trust Fund

Community Consensus Building Events

Palm Beach County Development Board

Palm Beach County Municipal League

Affordable Housing

Redevelopment Agencies

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: FIN. ASSISTED AGENCIES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	4,886,192	4,493,799	4,529,799	4,915,513
TOTAL	4,886,192	4,493,799	4,529,799	4,915,513

BUDGET COMMENT:
Palm Beach County, through its various departments and divisions, provides a wide variety of human support services. However, the County recognizes it cannot provide all of the services desired by its citizens and must rely on other community based not-for-profit or public sponsored provider agencies to maintain a well developed and comprehensive human service delivery system.

In order to meet the considerable demand for human, social and cultural services,the County has entered into formal agreements with many community service providers. These agreements outline the services to be provided by the agency and the financial support allocated to these efforts by the Board of County Commissioners.

In this manner, Palm Beach County can strengthen the existing social service delivery system by integrating its public tax revenues with other sources of income. This infusion of County tax dollars to many human/social service agencies also enables the citizens of Palm Beach County to have access to more services than could be provided directly by the Board of County Commissioners.

The allocation of financial assistance is based on the availability of funds and agencies requesting funding are prioritized as noted below. Agencies must meet County funding eligibility criteria.

PRIORITY GROUP I - Direct consumer services provided by an agency that has requested financial assistance to meet Federal/State local match requirements, and for which the County has a legal obligation to participate with the agency in the acquisition of the match.

PRIORITY GROUP II - Direct consumer services and/or services relevant to the planning and evaluation of social service systems provided by an agency that has requested financial assistance to meet operational expenditures. In this category, the County has no legal obligation to provide funds for operations, or participate in the acquisition of local match, but finds it in the best interest of its citizens to consider an allocation of financial support.

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: DRUG ABUSE TRUST FUND**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Fines & Forfeitures	18,480	17,500	17,500	105,500
Interest Revenues	2,034	1,500	1,500	412
Fund Balance	29,573	42,073	50,088	19,088
TOTAL	50,088	61,073	69,088	125,000
APPROPRIATIONS				
Non-Operating	-	61,073	50,000	125,000
TOTAL	-	61,073	50,000	125,000

BUDGET COMMENT:
For any fine imposed by law for any criminal offense, Florida Statutes Chapter 893.16 authorizes the courts to impose an additional fine in an amount up to the fine authorized for the offense. This additional fine is required to be used for the purpose of providing assistance grants to drug abuse treatment or education programs.

The Palm Beach County Drug Abuse Trust Fund was established on March 7, 1989 by resolution R-89-404 for the purpose of receiving these fines and disbursing assistance grants.

Responsibility for monitoring the Drug Abuse Trust Fund and making recommendations to the Board of County Commissioners for expenditures was transferred from the Community Services Department to the Criminal Justice Commission on March 3, 1992.

The BCC, on May 4, 1993, budgeted $50,000 of this fund to be transferred to the Sheriff as a portion of the funds required to implement the additional components of a Civil Drug Court and Pretrial Intervention Program under the umbrella of the Sheriff's Substance Abuse Awareness Program. This money will be used to contract with local treatment providers for non-secure treatment beds, half-way house beds, assessment/evaluation and outpatient treatment. $125,000 is targeted to continue the Drug Court and Pretrial Intervention Programs in FY94.

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: VARIOUS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	-	950	110	250
TOTAL	-	950	110	250
APPROPRIATIONS				
Operating Expenses	1,637,076	725,950	631,954	830,906
TOTAL	1,637,076	725,950	631,954	830,906

BUDGET COMMENT:
Included in this category are various Boards and Agencies to which the County has provided funding during the past two years and/or will provide funding in FY 1993-94. Following is a listing of these Agencies and the amount of support budgeted for FY 1993-94.

Community Consensus Building Events	$ 25,000
PBC Development Board	730,656
PBC Municipal League	250
Health & Human Services Planning	75,000
TOTAL	$ 830,906

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: COUNTYWIDE PLNG COUNCIL**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	418,712	-	-	-
Operating Expenses	148,057	-	-	-
Capital Outlay	12,675	-	-	-
TOTAL	579,445	-	-	-

BUDGET COMMENT:
The Countywide Planning Council was established to ensure the effective harmonious development of a Countywide future land use plan element, to coordinate the land use planning process of all governments within the County and to establish a cooperative effort that will resolve, or more importantly, prevent incompatibilities and conflicts among local governments' land use planning efforts.

On March 10, 1992, a voter referendum to amend the Palm Beach County Charter to allow the Board of County Commissioners to exercise Countywide growth management and land use planning was defeated, resulting in the dissolution of the Countywide Planning Council.

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: AFFORDABLE HOUSING**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	-	416,229	-	1,375,991
Fund Balance	-	-	-	2,395,095
TOTAL	-	416,229	-	3,771,086
APPROPRIATIONS				
Personal Services	-	74,186	73,126	136,093
Operating Expenses	1,013,995	3,452,102	687,412	3,563,493
Capital Outlay	-	3,100	6,283	2,700
Non-Operating	-	20,811	-	68,800
TOTAL	1,013,995	3,550,199	766,821	3,771,086
POSITIONS	-	2	2	3
FULL TIME EQUIVALENTS	-	2.00	2.00	3.00

BUDGET COMMENT:
The restructured commission on affordable housing (CAH) has responsibility for review, recommendation, and development of housing policies and programs. The CAH also reviews and recommends funding of affordable housing developments through the affordable housing trust fund. Additionally, the CAH serves as an affordable housing liaison to the public, particularly, the development community to facilitate the production of safe, decent and affordable housing to low income individuals.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of public information requests fulfilled	-	100	200
Number of development/policy proposals reviewed	-	30	45
Number of public meetings held	-	20	24
Planned units of affordable low income housing assisted through the CAH	-	200	400

DEPARTMENT: NON-DEPT'L BOARDS & AGENCIES **ORGANIZATION: REDEVELOPMENT AGENCIES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	2,329,697	2,356,000	2,130,626	2,607,000
TOTAL	2,329,697	2,356,000	2,130,626	2,607,000

BUDGET COMMENT:
Upon adoption of a Community Redevelopment Plan, pursuant to chapter 163.387, Florida Statutes, the real property assessment level within the boundaries of the district is frozen for all taxing entities except the School Board, Health Care Taxing District, and Children's Services Council. Beginning with the next tax year, all taxing entities within the boundaries are required to appropriate an amount equal to the difference between taxes generated upon the total assessed value and the taxes on the frozen "Base Year" assessed value. Funds are to be used by the agency for community redevelopment.

The following amounts are budgeted for 1993-94:

Boca Raton Redevelopment Agency	$ 491,000
Boynton Beach Redevelopment Agency	70,000
Delray Beach Redevelopment Agency	333,000
Riviera Beach Redevelopment Agency	214,000
West Palm Beach Redevelopment Agency	1,200,000
Westgate/Belvedere Homes Redevelopment Agency	299,000
TOTAL	$2,607,000

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

PALM BEACH COUNTY
DEPARTMENT SUMMARY

DEPARTMENT: NON-DEPT'L OPERATIONS

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Federal/State Grants	-	-	150,000	-
PAAB Petition Filing Fees	122,739	31,600	110,000	112,888
Other Charges for Services	792,335	1,793,000	1,770,150	1,850,000
Interest Revenues	13,101	-	10,000	3,000
Miscellaneous Revenues	50,641	48,000	70,783	88,900
Fund Balance	-	26,321	43,543	71,597
TOTAL	978,818	1,898,921	2,154,476	2,126,385
APPROPRIATIONS				
Personal Services	505,211	622,011	505,610	548,530
Operating Expenses	6,285,694	8,580,442	8,013,632	8,228,244
Capital Outlay	84,462	59,367	24,757	10,000
Debt Service	386,329	1,017,325	982,515	1,014,325
Non-Operating	-	17,766,998	47,000	27,935,974
TOTAL	7,261,696	28,046,143	9,823,514	37,737,073
POSITIONS	6	6	6	6
FULL TIME EQUIVALENTS	5.75	6.00	6.00	6.00

BUDGET NARRATIVE:

Included in this category are County operating expenditures not assigned to specific departments. These include:

General Government Expenses

Legislative Delegation

Value Adjustment Board

Other Court Costs

PBC Criminal Justice Commission

School Crossing Guards - Municipal

Palm Glade Housing Project

Non-departmental specific reserves and various other operating expenditures, i.e., County Fire Control, etc.

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: GENERAL GOVERNMENT EXPENSES**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	5,729	-	7,150	-
Miscellaneous Revenues	209	-	1,060	-
TOTAL	5,938	-	8,210	-
APPROPRIATIONS				
Personal Services	149,923	225,000	110,000	130,000
Operating Expenses	3,082,925	4,540,066	3,931,956	4,432,332
Capital Outlay	68,411	29,164	-	-
TOTAL	3,301,260	4,794,230	4,041,956	4,562,332

BUDGET COMMENT:
This budget provides for certain administrative expenses of the County. Costs for FY 1993-94 in this budget are as follows:

Waste Disposal	$ 309,500
Unemployment Compensation	130,000
Audit Services	366,000
Utilities/Electric	1,638,000
Rent-Parking Lots	160,000
Advertising	110,000
Treasure Coast Planning Council	296,000
Moving Expense - County Property	341,295
D&D - Non-Departmental	697,037
Other	514,500
TOTAL	$4,562,332

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: LEGISLATIVE DELEGATION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	68,517	77,952	77,952	83,028
Operating Expenses	7,746	11,526	9,561	12,119
Capital Outlay	718	-	-	-
TOTAL	76,981	89,478	87,513	95,147
POSITIONS	2	2	2	2
FULL TIME EQUIVALENTS	1.75	2.00	2.00	2.00

FUNCTION:
The Legislative Delegation Section provides assistance and coordination to the sixteen member legislative delegation. This function is accomplished by: providing information and guidance to proposers of legislation; coordinating public meetings and events held by public or private organizations; shepherding local bills through the legislative process; authoring the annual Legislative Report; speaking to groups on the legislative process; acting as liaison for the Delegation; managing the workload of the office as it relates to County and State; preparing reports and memoranda; and maintaining a current and accurate calendar of events.

GOALS AND OBJECTIVES FOR 1993-94:
* To continue current services.
* To hold sponsored luncheon workshops during the legislative session.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Provide information and guidance to proposers of legislation	135	150	160
Coordinate public meetings	7	10	10
Shepherd local bills through the legislative process	14	10	10
Track general legislation	130	140	150
Organize Legislative Dialogues and Legislative Appreciation functions	73	75	80
Memorandums and correspondence	642	800	900
Telephone calls logged	2,393	2,500	2,700

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: VALUE ADJUSTMENT BOARD**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
PAAB Petition Filing Fees	122,739	31,600	110,000	112,888
TOTAL	122,739	31,600	110,000	112,888
APPROPRIATIONS				
Personal Services	98,392	117,200	109,464	117,200
Operating Expenses	180,922	91,430	162,550	91,430
Capital Outlay	2,907	-	-	-
TOTAL	282,221	208,630	272,014	208,630

FUNCTION:
The Value Adjustment Board, (formerly the Property Appraisal Adjustment Board), is a quasi-judicial body composed of the County Commission and School Board. The Value Adjustment Board hears appeals from property owners concerning the valuation (for tax purposes) of their property. They may appoint Special Masters to hear petitions in their behalf and then review and approve these decisions. Funding is prorated at 60% from the County and 40% from the School Board. Partial expenses are covered by a Filing Fee of $15.00 per petition, less a refund to those who prevail.

GOALS AND OBJECTIVES FOR 1993-94:
* Within the constraints of Florida Statutes, to continue to complete the hearings in the shortest time possible.

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: OTHER COURT COSTS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	1,561,294	1,860,000	1,530,000	1,860,000
TOTAL	1,561,294	1,860,000	1,530,000	1,860,000

BUDGET COMMENT:
The Clerk of the Circuit Court of any county in the state who operates the office from fees and service charges collected shall be paid by the county, as service charges for all services to be performed by the Clerk in any criminal or juvenile action or preceeding in such court, the sum of $40 for each defendant or juvenile. In cases involving capital punishment the charge shall be $50.

The Clerk of the Circuit Court shall be paid for court attendance by each clerk or deputy clerk at the rate of $75 per day.

The county is responsible for a portion of the witness fees expended for witnesses appearing at the request of the state for public defender and court appointed cases.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Civil Filings	151	130	150
Criminal Cases	15,486	14,262	15,000
Witness Fees ($)	308,522	230,000	350,000
Juvenile Filings	7,881	8,800	9,000
Deputy Clerk attendance in court (days)	4,046	3,850	4,000
Guardianship audit fees	0	0	0

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: PBC CRIMINAL JUSTICE COMMISSION**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Personal Services	188,379	201,859	208,194	218,302
Operating Expenses	52,237	60,287	54,681	53,195
Capital Outlay	11,553	803	-	-
Debt Service	4,219	6,924	6,924	6,924
TOTAL	256,388	269,873	269,799	278,421
POSITIONS	4	4	4	4
FULL TIME EQUIVALENTS	4.00	4.00	4.00	4.00

FUNCTION:
The mission of the Criminal Justice Commission (CJC) is to act as an advisory commission regarding criminal justice matters to the BCC and criminal justice entities. The CJC encourages and coordinates cooperative efforts to improve the criminal justice system and its cost effectiveness in law enforcement, crime prevention, courts, corrections, drug and alcohol abuse prevention and treatment, human services as they relate to victims and offenders and promotes integrated communication systems between all criminal justice entities.

GOALS AND OBJECTIVES FOR 1993-94:
* To effect reduction of crime in Palm Beach County.
* To take such action as necessary for the development of an efficient, cost effective and timely criminal justice system by coordinating all aspects of local, state and federal criminal justice issues in Palm Beach County.
* To research, assess and make recommendations to the Board on policy and programs involving crime prevention, law enforcement, court systems, human services as they relate to victims and offenders, drug and alcohol prevention and abuse, juvenile justice and education and criminal justice education systems.
* To educate and obtain input from the citizenry of Palm Beach County on current criminal justice issues.
* To review and make recommendations on criminal justice grant requests within the scope of the Criminal Justice Commission.
* To make recommendations on modifying, creating or abolishing public and private systems and programs within the scope of the Commission.
* To assist in the consolidation of systems and programs within the scope of the Commission when approved by the Board.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Number of task force and criminal justice issues/programs researched	164	160	150
Number of legislative/ordinace recommendations	12	12	12
# of public speaking engagements	16	20	20
Number of grant requests submitted and reviewed	9	12	10
Number of meetings staffed	127	130	136

DEPARTMENT: NON-DEPT'L OPERATIONS ORGANIZATION: SCHOOL CROSSING GUARDS - MUNICIPAL

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	164,988	-	-	-
TOTAL	164,988	-	-	-

BUDGET COMMENT:
Since FY 1972-73 the Board of County Commissioners has provided funding to municipalities for costs associated with school crossing guards. The governing body of each municipality has been responsible for providing guards and they have been employees of the municipalities. The Board, through the Palm Beach County Sheriff's Office, also has financed crossing guards for schools in the unincorporated area of the County.

The Board of County Commissioners has taken steps to phase out funding of the municipal school crossing guard program by recommending the repeal of the enabling County resolution. Under the revised funding guidelines, the County funded 50% of FY 1990-91 program costs and 25% of FY 1991-92 costs with funding discontinued completely in FY 1992-93.

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: VARIOUS**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Operating Expenses	439,816	304,153	425,103	402,353
Capital Outlay	870	-	-	-
Non-Operating	-	47,000	47,000	10,000
TOTAL	440,686	351,153	472,103	412,353

BUDGET COMMENT:
Included in this category are various Non-Departmental operating appropriations which the County has made during the past two years and/or will make in 1993-94. Following is a listing of these operations and, where applicable, the budgeted appropriations for 1993-94.

Refund of Prior Years Taxes	$325,000
County Fire Control	16,153
Financial Information System	53,000
Glades Area Solid Waste Service	7,700
Handicapped Parking Enforcement Administration	10,000
Filing Fees	500
TOTAL	$412,353

PALM BEACH COUNTY

DEPARTMENT: NON-DEPT'L OPERATIONS **ORGANIZATION: PALM GLADE HOUSING PROJECT**

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
REVENUES GENERATED				
Other Charges for Services	786,606	1,793,000	1,763,000	1,850,000
Interest Revenues	13,101	-	10,000	3,000
Miscellaneous Revenues	50,432	48,000	69,723	88,900
Fund Balance	-	26,321	43,543	71,597
TOTAL	850,140	1,867,321	1,886,266	2,013,497
APPROPRIATIONS				
Operating Expenses	785,016	1,712,980	1,749,781	1,376,815
Capital Outlay	-	29,400	24,757	10,000
Debt Service	382,110	1,010,401	975,591	1,007,401
Non-Operating	-	50,000	-	100,000
TOTAL	1,167,126	2,802,781	2,750,129	2,494,216

BUDGET COMMENT:
The Palm Glade Housing Project consists of 384 multifamily residential rental housing units contained in 27 two-story buildings and five ancillary buildings, and recreational facilities, built on approximately 33 acres. The project site is located on the north side of State Road 80, approximately one-half mile east of State Road 175, near the City of Belle Glade. The Project contains 40 one-bedroom, 192 two-bedroom, 136 three-bedroom and 16 four-bedroom units.

	1991-92 ACTUAL	1992-93 ESTIMATED	1993-94 BUDGET
WORKLOAD MEASURES			
Total Number of Apartments	384	384	384
Average Number of Apartments occupied during the period	358	358	365
Physical occupancy rate during the period (in percentages)	93	93	95
Collection rate of occupied units (in percentages)	92	95	95

DEPARTMENT: NON-DEPT'L OPERATIONS ORGANIZATION: NON-DEPARTMENT SPECIFIC RESERVES

	1991-92 ACTUAL	1992-93 BUDGET	1992-93 ESTIMATED	1993-94 BUDGET
APPROPRIATIONS				
Non-Operating	-	17,669,998	-	27,825,974
TOTAL	-	17,669,998	-	27,825,974

BUDGET COMMENT:
Included in this category are various operating reserves that are not related to any specific department. Following is a listing of these reserves and the amounts budgeted for 1993-94.

	1992-93 BUDGET	1993-94 BUDGET
General Fund -		
Reserve for Contingency	$ 4,021,794	3,788,827
Reserve for Contingency - Disaster Funds	200,000	200,000
Reserve for Balance Brought Forward	8,000,000	8,000,000
Reserve for Solid Waste Fees	40,000	40,000
Reserve for Economic Development	___	4,000,000
Reserve for Insurance Claims	___	100,000
Fine & Forfeiture Fund -		
Reserve for Contingency	515,461	407,685
Reserve for Balance Brought Forward	3,800,000	7,700,000
Mass Transportation Trust Fund	___	3,498,375
Bond Waiver Fund -		
Reserve for Future Construction	22,093	91,087
Intergovernmental Radio Communication Fund		
Reserve for Equipment	1,070,650	___
TOTAL	$17,669,998	$27,825,974

BUDGET BY FUND

FUND BUDGETS

The financial accountability of Palm Beach County is measured on a "fund" basis, in accordance with generally accepted accounting principles (GAAP). This means that revenues and expenditures are legally recorded in the following groupings of funds, each of which must be in balance, and may not show a deficit, per Florida statutory requirements:

General Fund

This fund is used to account for financial transactions which are applicable to the general financial requirements of the County, except those required to be accounted for in other funds.

Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources or to finance specified activities required by law or administrative regulation. Some of the major funds in this grouping are: Fine & Forfeiture, County Transportation Trust, Fire/Rescue, Municipal Servicing Taxing District, County Library and Tourist Development.

Debt Service Funds

These funds are used to account for the payment of principal and interest on long-term general obligation debt. Transactions applicable to long-term debt of Enterprise Funds are reported within those funds.

Capital Projects Funds

These funds are used to account for resources principally provided by general long-term debt and used for the acquisition of capital facilities other than those financed by Enterprise Funds.

Enterprise Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The major funds in this grouping are: Airports, Water Utilities, Transportation Authority, Southwinds Golf Course and Parking Facilities.

Internal Service Funds

These funds are used to account for the goods and services which are provided by departments for the benefit of other County departments on a cost-reimbursement basis. The major funds in this grouping are: Fleet Management, Employee Health Insurance, Casualty Self-Insurance, Risk Management, Information Systems Services and Graphics.

FUND STRUCTURE

FUND TYPE	FUND NO.
GENERAL FUND	
GENERAL FUND	001
POLLUTION RECOVERY FUND	002
PETROLEUM CLEANUP PROGRAM	004
ANIMAL REGULATION REBATE ORDINANCE	013
SPECIAL REVENUE FUNDS	
LAW LIBRARY	101
FINE & FORFEITURE	102
COUNTY TRANSPORTATION TRUST	106
MASS TRANSPORTATION TRUST	107
LAW ENFORCEMENT TRUST	108
COUNTY LIBRARY	109
LIBRARY GRANTS	110
MSTD - BUILDING	117
MSTD - OTHER P Z & B	118
33.6M BEACH BOND REVENUE	123
CRIMINAL JUSTICE	124
TDC-TOURISM PROMOTION	125
TDC-CULTURAL ARTS	126
TDC-BEACHES	127
TDC-SPORTS AUTHORITY	128
TDC-CULTURAL OTHER	129
BOND WAIVER PROGRAM	130
VESSEL REGISTRATION FEE ORDINANCE #88-40	131
SCHOOL IMPACT FEES ZONE 1	132
SCHOOL IMPACT FEES ZONE 2	133
SCHOOL IMPACT FEES ZONE 3	134
LAKE WORTH SENIOR CITIZEN CENTER	135
NORTH COUNTY SENIOR CITIZENS CENTER	136
WEST COUNTY SENIOR CITIZENS CENTER	137
SCHOOL IMPACT FEES ZONE 4	138
METROPOLITAN PLANNING ORGANIZATION	141
E-911 PROGRAM	143
DRUG ABUSE TRUST	145
AFFORDABLE HOUSING TRUST	146
FRANCHISE FEE	150
PUBLIC SERVICE TAX	151
COMMUNITY ACTION PROGRAM	156
EMS AWARD - GRANT PROGRAM	157
PUBLIC SAFETY GRANTS	158

FUND STRUCTURE

FUND TYPE	FUND NO.
SPECIAL REVENUE FUNDS (Cont'd)	
HOUSING & COMMUNITY DEVELOPMENT	162
CDBG REHABILITATION LOAN PROGRAM	163
HOME INVESTMENT PARTNERSHIP ACT	165
JPTA-ADULT MIGRANT	166
SENIOR AIDES EMPLOYMENT T/V	167
DIVISION OF SENIOR SERVICES - ADMINISTRATION	168
DIVISION OF SENIOR SERVICES - TITLE III	169
DIVISION OF SENIOR SERVICES - COMM. CARE FOR THE ELDERLY	170
COMMUNITY CARE FOR THE ELDERLY	171
INTERGOVERNMENTAL RADIO COMMUNICATIONS	172
LOW INCOME HOME ENERGY PROGRAM	173
HYDRANT RENTAL - BOCA RATON	190
FIRE/RESCUE MSTU	195
AVIATION BATTALION	196
GLADES REGIONAL FIRE MSTU	197
FIRE/RESCUE GRANTS	198
HYDRANT RENTAL - RIVIERA BEACH	199
DEBT SERVICE FUNDS	
7M COURTHOUSE & JAIL INTEREST & SINKING	201
6M BEACH ACQUISITION INTEREST & SINKING	205
35M BEACH ACQUISITION '78 INTEREST & SINKING	211
14.42M REFUNDING GO'88/ DEBT SERVICE	212
29.7M CRIMINAL JUSTICE GO'83 INTEREST & SINKING	215
23.375M REFUNDING GO '93/DEBT SERVICE	222
50M ENVIRONMENTALLY SENSITIVE LANDS SINKING	224
2.5M IMPROVEMENT REVENUE '67 SINKING	231
2.5M IMPROVEMENT REVENUE '67 DS RESERVE	232
1M GLADES HEALTH REVENUE '84 INTEREST	241
1M GLADES HEALTH REVENUE '84 PRINCIPAL	242
1M GLADES HEALTH REVENUE '84 DEBT SERVICE RESERVE	243
10.47M AIRPORT CTR SINKING	247
20.325M JUDICIAL GARAGE SINKING	253
20.325M JUDICIAL GARAGE DEBT SERVICE RESERVE	254
9.15M OKEEHEELEE GOLF SINKING	255
9.15M OKEEHEELEE GOLF RESERVE	256
30.73M BEACH ACQUISITION '93/DEBT SERVICE	257
30.73M BEACH ACQUISITION '93/DEBT SERVICE RESERVE	258
26.515M REVENUE REFUNDING/DEBT SERVICE	264
233.6M CRIMINAL JUSTICE FACILITY DEBT SERVICE P/I	271

FUND STRUCTURE

FUND TYPE	FUND NO.
DEBT SERVICE FUNDS (Cont'd)	
117.485M CRIMINAL JUSTICE REFUNDING '93	274
17.1M CRIMINAL JUSTICE COMPLETION BONDS '94	276
22.245M ADMIN COMPLEX REVENUE REFUNDING/DEBT SERVICE	277
PUBLIC SAFETY BOND ISSUE - DEBT SERVICE	279
50.87M SUNSHINE POOL #1 - DEBT SERVICE	281
10M SUNSHINE POOL FIN #2 - DEBT SERVICE	282
1ST MUNICIPAL LOAN B-15M - DEBT SERVICE	292
2.7M SHERIFF VEHICLE - DEBT SERVICE	294
1.7M CAPITAL IMPROVEMENT REVENUE - DEBT SERVICE	295
2.5M SHERIFF VEHICLE - DEBT SERVICE	296
CAPITAL PROJECTS FUNDS	
CAPITAL OUTLAY	301
2M PUBLIC SAFETY CONSTRUCTION FUND	302
PUBLIC IMPROVEMENT REVENUE	311
233.6M CRIMINAL JUSTICE FACILITY CONSTRUCTION TRUST	313
MSTU DISTRICT A	315
MSTU DISTRICT B	316
MSTU DISTRICT C	317
MSTU DISTRICT D	318
MSTU DISTRICT E	319
UNINCORPORATED IMPROVEMENT	320
50M ENVIRONMENTALLY SENSITIVE LANDS ACQUISITION	324
1.7M CAPITAL IMPROVEMENT REVENUE BONDS	330
2.7M SHERIFF VEHICLE ACQUISITION	331
CONSTITUTIONAL GAS TAX	340
14.19M AIRPORT CENTRE ACQUISITION	347
14.19M AIRPORT CENTRE COST OF ISSUANCE	348
32.7M IMPROVEMENT CONSTRUCTION TRUST	352
19.75M JUDICIAL GARAGE ACQUISITION	353
9.15M OKEEHEELEE GOLF ACQUISITION	355
TRANSPORTATION IMPROVEMENT	360
ROAD IMPACT FEES AREA A	361
ROAD IMPACT FEES AREA B	362
ROAD IMPACT FEES AREA C	363
ROAD IMPACT FEES AREA D	364
ROAD IMPACT FEES AREA E	365
ROAD IMPACT FEES AREA F	366
ROAD IMPACT FEES AREA G	367
ROAD IMPACT FEES AREA H	368
ROAD IMPACT FEES AREA I	369
ROAD IMPACT FEES AREA J	370

FUND STRUCTURE

FUND TYPE	FUND NO.
CAPITAL PROJECTS FUNDS (Cont'd)	
ROAD IMPACT FEES AREA K	371
ROAD IMPACT FEES AREA L	372
ROAD IMPACT FEES AREA M	373
ROAD IMPACT FEES AREA N	374
ROAD IMPACT FEES AREA O	375
ROAD IMPACT FEES AREA P	376
ROAD IMPACT FEES AREA Q	377
ROAD IMPACT FEES AREA R	378
50.875M CONSTRUCTION & ACQUISITION-COUNTYWIDE	452
50.875M CONSTRUCTION & ACQUISITION-FIRE/RESCUE	453
30M PARK BOND	456
BEACH IMPROVEMENT	459
FIRST MUNICIPAL LOAN PROGRAM-BCC ACQUISITION	462
LAW ENFORCEMENT/IMPACT FEES Z-1	471
LAW ENFORCEMENT/IMPACT FEES Z-2	472
FIRE/RESCUE IMPROVEMENT	474
FIRE IMPACT FEES Z-1	475
FIRE IMPACT FEES Z-2	476
FIRE IMPACT FEES Z-3	477
FIRE/RESCUE IMPACT FEES	479
PARK IMPROVEMENT	480
PARK IMPACT FEES Z-1	481
PARK IMPACT FEES Z-2	482
PARK IMPACT FEES Z-3	483
PUBLIC BUILDING IMPROVEMENT	490
PUBLIC BUILDING IMPACT FEES	491
LIBRARY IMPROVEMENT	495
LIBRARY EXPANSION PROGRAM	496
LIBRARY IMPACT FEES	497
ENTERPRISE FUNDS	
WATER UTILITIES REVENUE	505
WATER UTILITIES OPERATION & MAINTENANCE	506
WATER UTILITIES RENEWAL & REPLACEMENT	510
WATER UTILITIES CAPITAL IMPROVEMENTS	511
WATER UTILITIES CONNECTION CHARGE ACCOUNT	513
WATER UTILITIES - COST OF ISSUANCE	514
WATER UTILITIES - PROCEEDS	515
WATER UTILITIES SINKING INTEREST ACCOUNT-BONDS'85	517
WATER UTILITIES SPECIAL ASSESSMENT PROGRAM	520
WATER UTILITIES SINKING INTEREST ACCOUNT BONDS	522

FUND STRUCTURE

FUND TYPE	FUND NO.
ENTERPRISE FUNDS (Cont'd)	
WATER UTILITIES DEBT SERVICE RESERVE ACCOUNT	524
WATER UTILITIES - CONSTRUCTION TRUST	526
WATER UTILITIES - SINKING PRINCIPAL/INTEREST '93	527
AIRPORTS OPERATIONS	531
AIRPORTS CAPITAL PROJECTS	532
AIRPORTS DEBT SERVICE ACCOUNT	541
AIRPORTS DEBT SERVICE RESERVE ACCOUNT	542
AIRPORTS IMPROVEMENT & DEVELOPMENT	544
AIRPORTS SUBORD INDTNS BOND - DEBT SERVICE	545
AIRPORTS 3.8M SUB INDEBT'89 DEBT SERVICE RESERVE	547
AIRPORTS NOISE ABATEMENT & MITIGATION	556
AIRPORTS RESTRICTED ASSETS	558
PALM GLADE HOUSING	570
TRANSPORTATION AUTHORITY	581
SOUTHWINDS GOLF COURSE	585
PARKING FACILITIES	591
INTERNAL SERVICE FUNDS	
FLEET MANAGEMENT	601
EMPLOYEE HEALTH INSURANCE	623
CASUALTY SELF INSURANCE	631
RISK MANAGEMENT	641
INFORMATION SYSTEMS SERVICES	650
GRAPHICS	661
EXPENDABLE TRUST FUNDS	
HANDICAP PARKING ENFORCEMENT	751

PALM BEACH
COUNTY

PALM BEACH COUNTY

BUDGET SUMMARY

ESTIMATED REVENUES:	GENERAL FUND	COUNTY TRANSPORTATION TRUST FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	TRUST AND AGENCY FUNDS	TOTAL
Taxes									
Ad Valorem Taxes	$ 82,272,977	$ 3,733,780	$ 191,890,437	$ 11,533,693	$ 15,740,036	$ 0	$ 0	$ 0	$ 305,170,923
Sales & Use Taxes	500,000	30,000	16,296,814	0	22,750,500	0	0	0	39,577,314
Franchise Fees	2,326,675	0	11,500,000	0	0	0	0	0	13,826,675
Utility Service Taxes	0	0	32,549,448	0	0	0	0	0	32,549,448
Licenses and Permits									
Professional & Occupational Licenses	0	0	716,211	0	0	0	0	0	716,211
Building Permits	0	0	7,300,000	0	0	0	0	0	7,300,000
Other Licenses & Permits	393,901	15,000	1,224,000	0	0	0	0	0	1,632,901
Intergovernmental Revenues									
Federal Grants	235,346	0	23,404,503	0	3,446,465	16,322,278	0	0	43,408,592
State Grants	1,303,338	0	5,581,871	0	3,697,388	4,286,895	0	0	14,869,492
State Shared Revenue	16,550,000	9,018,000	40,501,000	446,500	0	0	0	0	66,515,500
Local Grants	56,706	500	0	0	0	0	0	0	57,206
Payments in Lieu of Taxes	50,000	0	6,100	0	0	0	0	0	56,100
Charges For Services									
General Government	3,803,077	0	1,814,224	0	0	0	0	0	5,617,301
Public Safety	1,599,412	0	15,030,689	0	0	0	0	0	16,630,101
Physical Environment – Water & Sewer	22,500	0	0	0	0	47,223,000	0	0	47,245,500
Physical Environment – Other	0	0	15,000	0	0	0	0	0	15,000
Transportation	0	0	0	0	0	46,001,631	0	0	46,001,631
Human Services	6,049,794	0	143,370	0	0	1,850,000	0	0	8,043,164
Culture/Recreation	1,200,271	0	0	0	0	1,202,500	0	0	2,402,771
Other Charges for Services	263,372	0	0	0	0	14,000	20,000	0	297,372
Fines & Forfeitures	8,200	0	7,044,500	0	0	600	0	50,000	7,103,300
Miscellaneous Revenues	0	0	0	0	0	0	0	0	0
Interest Earnings	1,924,284	159,663	3,781,969	245,631	7,171,520	5,237,961	1,061,000	3,500	19,585,528
Rents & Royalties	1,062,589	0	41,040	93,000	0	298,127	0	0	1,494,756
Special Assessments/Impact Fees	0	0	2,775,529	0	16,235,891	392,000	0	0	19,403,420
Sales & Comp from Loss of Assets	100,000	53,000	175,000	0	230,000	2,262,134	268,000	0	3,088,134
Sale of Surplus Materials & Scrap	45,000	0	10,400	0	0	2,000	0	0	57,400
Contributions & Donations	30,402	0	309,050	0	255,000	0	0	0	594,452
Other Miscellaneous Revenue	24,192,916	529,000	1,531,302	0	1,304,853	9,028,214	737,000	0	37,323,285
Total Revenue	$ 143,990,760	$ 13,538,943	$ 363,642,457	$ 12,318,824	$ 70,831,653	$ 134,121,340	$ 2,086,000	$ 53,500	$ 740,583,477
Other Financing Sources									
Interfund Transfers–In	$ 25,249,991	$ 8,939,100	$ 48,210,577	$ 40,337,373	$ 8,503,748	$ 112,435,371	$ 142,696	$ 0	$ 243,818,856
Debt Proceeds	0	0	159,000	0	49,177,206	750,000	0	0	50,086,206
Trust Fund Receipts	0	0	0	0	0	0	0	0	0
Residual Equity Transfer–Const Officers	12,482,000	0	481,000	2,049,607	0	0	0	0	15,012,607
Intragovernmental Revenues	0	0	0	0	0	0	53,472,954	0	53,472,954
Other Non–Revenue Receipts	(7,932,974)	(676,947)	(15,751,928)	(582,449)	(3,006,211)	0	0	0	(27,950,509)
Total Revenue & Other Financing Sources	$ 173,789,777	$ 21,801,096	$ 396,741,106	$ 54,123,355	$ 125,506,396	$ 247,306,711	$ 55,701,650	$ 53,500	$ 1,075,023,591
Balances Beginning of Year	38,515,374	2,695,911	36,679,385	8,575,547	306,443,464	109,509,764	4,800,945	73,777	507,294,167
TOTAL ESTIMATED REVENUES, SOURCES AND BALANCES BEGINNING OF YEAR	$ 212,305,151	$ 24,497,007	$ 433,420,491	$ 62,698,902	$ 431,949,860	$ 356,816,475	$ 60,502,595	$ 127,277	$ 1,582,317,758

PALM BEACH COUNTY

EXPENDITURES, USES & RESERVES:									
General Governmental Services									
Legislative	$ 4,555,547	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 4,555,547
Financial & Administrative	63,208,073	0	0	0	0	0	0	0	63,208,073
Legal Counsel	3,041,568	0	0	0	0	0	0	0	3,041,568
Comprehensive Planning	0	0	7,616,788	0	0	0	0	0	7,616,788
Judicial	18,515,906	0	15,391,284	0	17,446,041	0	0	0	51,353,231
Other General Government	10,650,280	0	1,431,817	0	19,791,157	0	0	0	31,873,254
Public Safety									
Law Enforcement	0	0	150,094,841	0	20,843,295	0	0	0	170,938,136
Fire Control	0	0	62,527,057	0	6,867,298	0	0	0	69,394,355
Detention and/or Correction	1,201,780	0	0	0	591,527	0	0	0	1,793,307
Protective Inspections	0	0	12,731,475	0	0	0	0	0	12,731,475
Emergency & Disaster Relief	2,248,469	0	0	0	5,320,764	0	0	0	7,569,233
Ambulance & Rescue	800,604	0	0	0	0	0	0	0	800,604
Medical Examiner	0	0	1,297,699	0	0	0	0	0	1,297,699
Consumer Affairs	462,472	0	0	0	0	0	0	0	462,472
Other Public Safety	1,065,709	0	3,062,183	0	3,498,750	0	0	0	7,626,642
Physical Environment									
Garbage/Solid Waste Disposal	7,700	0	0	0	0	0	0	0	7,700
Water/Sewer Combination Services	0	0	0	0	0	82,184,670	0	0	82,184,670
Conservation & Resource Management	6,616,770	0	119,923	0	18,417,313	0	0	0	25,154,006
Flood Control	0	0	0	0	37,531	0	0	0	37,531
Other Physical Environment	0	0	0	0	500	0	0	0	500
Transportation									
Road & Street Facilities	0	24,002,007	468,000	0	64,910,115	0	0	0	89,380,122
Airports	0	0	0	0	0	46,742,354	0	0	46,742,354
Transit Systems	0	0	0	0	0	18,730,894	0	0	18,730,894
Parking Facilities	0	0	0	0	0	437,922	0	0	437,922
Other Transportation	0	0	0	0	8,247	0	0	0	8,247
Economic Environment									
Employment Opportunity & Development	0	0	402,488	0	0	0	0	0	402,488
Industry Development	730,656	0	9,335,837	0	0	0	0	0	10,066,493
Veteran's Services	209,977	0	0	0	0	0	0	0	209,977
Housing & Urban Development	0	0	13,714,826	0	11,398	1,386,815	0	0	15,113,039
Other Economic Environment	2,501,000	0	106,000	0	0	0	0	0	2,607,000
Human Services									
Employment	75,000	0	720,477	0	0	0	0	0	795,477
Health	6,029,055	0	0	0	523,233	0	0	0	6,552,288
Mental Health	2,914,708	0	0	0	0	0	0	0	2,914,708
Welfare	27,586,617	0	0	0	342,832	0	0	0	27,929,449
Retardation	134,653	0	0	0	0	0	0	0	134,653
Other Human Services	3,528,756	0	16,118,367	0	1,152,516	0	0	94,402	20,894,041
Culture and Recreation									
Libraries	0	0	13,854,691	0	10,106,511	0	0	0	23,961,202
Parks and Recreation	19,496,035	0	0	0	25,187,313	1,269,817	0	0	45,953,165
Cultural Services	0	0	0	0	0	0	0	0	0
Special Recreation Facilities	572,651	0	0	0	0	0	0	0	572,651
Other Culture/Recreation	1,706	0	0	0	700,000	0	0	0	701,706
Debt Service – Principal	535,159	0	0	20,789,826	0	8,370,448	0	0	29,695,433
Debt Service – Interest & Fees	43,661	0	0	29,876,488	1,070,616	21,600,810	0	0	52,591,575
Total Expenditures/Expenses	$ 176,734,512	$ 24,002,007	$ 308,993,753	$ 50,666,314	$ 196,826,957	$ 180,723,730	$ 0	$ 94,402	$ 938,041,675
Other Financing Uses									0
Interfund Transfers–Out	$ 19,291,918	$ 0	$ 91,499,360	$ 564,005	$ 25,932,497	$ 106,531,076	$ 0	$ 0	$ 243,818,856
Intragovernmental Services	0	0	0	0	0	0	58,404,932	0	58,404,932
Total Expenditures and Uses	$ 196,026,430	$ 24,002,007	$ 400,493,113	$ 51,230,319	$ 222,759,454	$ 287,254,806	$ 58,404,932	$ 94,402	$ 1,240,265,463
Reserves	16,278,721	495,000	32,927,378	11,468,583	209,190,406	69,561,669	2,097,663	32,875	342,052,295
TOTAL APPROPRIATED EXPENDITURES, USES AND RESERVES	$ 212,305,151	$ 24,497,007	$ 433,420,491	$ 62,698,902	$ 431,949,860	$ 356,816,475	$ 60,502,595	$ 127,277	$ 1,582,317,758

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

CAPITAL IMPROVEMENT PROGRAM

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program: What is it and why do we have one?

County government provides needed and desired urban services to the public. In order to provide these services, the County must furnish and maintain capital facilities and equipment, such as airports, roads and parks. The capital improvement program is a proposed schedule for the expenditure of funds to acquire or construct these needed improvements over the next six-year period. It represents a comprehensive and direct statement of the physical development policies of the County. The program has great significance in that it touches the life of each County resident and visitor through the provision of health, safety, transportation, recreation, and other services upon which we all depend.

Purpose and Benefits of Capital Programming

Capital Programming:

1. Provides a means for coordinating and consolidating various departmental requests, thereby preventing duplication of projects and equipment.

2. Establishes a system of examining and prioritizing the needs of the County assuring that most essential improvements are provided first.

3. Provides an important implementation device for growth management.

4. Allows sufficient time for investigation of project financing and implementation measures, and proper technical design.

5. Coordinates physical with financial planning, allowing maximum benefit from available public funds.

6. Helps provide an equitable distribution of public improvements throughout the County.

Development of the Capital Improvement Program

Only projects that meet the definition of a capital improvement are included in the Capital Improvement Program. Capital improvements are defined as physical assets, constructed or purchased, that have a minimum cost of $25,000 and have an expected useful life in excess of one year.

Examples of typical capital improvements are:

a. Road construction and improvements.

b. New and expanded physical facilities for the community.

c. Large scale rehabilitation or replacement of existing facilities.

d. Purchase of pieces of equipment which have a relatively long period of usefulness.

e. The cost of engineering or architectural studies and services relative to the improvement.

f. The acquisition of land for a community facility such as a park, highway, library, airport, etc.

Each year, the program is prepared from project requests submitted on special forms by the various departments and agencies of the County. The forms require a project description, justification, cost estimates, statement of impact on the County's annual operating budget, and an implementation schedule. Concurrently, with the preparation of the project requests, information concerning the financial resources available to the County is prepared by the Office of Financial Management and Budget.

After compilation of the requests, projects are reviewed and ranked by the Capital Projects Review Committee, composed of staff members from County Administration, the County's Engineering Department and the Office of Financial Management and Budget. This Committee's ranking, along with available funding, forms the basis of the program recommended.

The program recommended by the County Administrator is used by the Board of County Commissioners to develop the annual budget which becomes effective October 1st of each year. The first year of the Six-Year Capital Improvement Program (CIP) is formally adopted by the Board as the Capital Budget with the following five years showing projected, but unfunded, requirements. The CIP is an important tool for implementing the County's comprehensive plan. The Board of County Commissioners use the CIP to analyze the County's fiscal capability to finance and construct capital improvements.

Responsibilities in Program Preparation and Implementation

The Capital Improvement Program, by virtue of its comprehensive character, necessarily involves the full realm of County operations. The County Administrator, Departments, Boards and the County Commission must coordinate their actions to accomplish a successful program for improving the community.

Operating Departments: The key role in the initial stages of capital programming falls upon the operating departments and department heads. By virtue of their technical knowledge and experience in the individual fields, it becomes their responsibility to initiate project requests and develop a program that states the need of each project as well as its relative importance in the department's program.

Office of Financial Management and Budget: The Office of Financial Management and Budget (OFMB) provides information concerning the County's past, present, and future financial resources. OFMB prepares and distributes the package used by departments and agencies submitting requests. As the program develops, OFMB assists in the review and evaluation of project submissions and guides the administration of the program through its function of budget control and formulating changes in basic fiscal policies. OFMB coordinates the review by the Capital Project Review Committee and its ranking of projects. OFMB prepares the Six Year Capital Improvement Program for submission to and adoption by the Board of County Commissioners.

Engineering Department: In providing staff assistance the Engineering Department has the following responsibilities in the capital programming process:

1. Provides assistance, if needed, in preparation of requests.

2. Receives and reviews the cost projections in the requests.

3. Provides information and assistance to the Office of Financial Management and Budget in the analysis of the County's financial requirements.

4. Prepares and distributes staff's recommendation to the Board of County Commissioners with respect to the Five Year Road Program.

5. Provides assistance to the County Administrator, County Commission and staff in preparing the Commission adopted program.

The Capital Projects Review Committee: The Capital Projects Review Committee has the following responsibilities in the capital programming process.

1. Consultation with various submitting departments concerning their individual submissions.

2. Thorough examination of the entire program with the objectives of establishing the urgency and benefit of the projects and the proper sequence of programming the projects in relation to the current and projected financial resources.

3. Establishment of priorities and recommendation of a program with suggested or possible means of financing indicated.

4. Submission of a recommended program for Commission action. The deliberations of the Capital Projects Review Committee must be predicated on the objective of best providing for the health, safety, welfare and convenience of the public. While it is in a position to have a thorough awareness of community needs, it is often very aware of the limited financial resources available to satisfy those needs.

Thus, in capital programming, the recommended program must be a statement of relative community needs conditioned by the availability of the resources to finance them.

County Commission: While departments, boards and committees play a very significant role in the capital improvement programming process, the ultimate success of the program rests with County Commission. They alone, as elected officials, can authorize the expenditure of public funds, in this case by adopting the first year of the capital improvement program as that fiscal year's capital budget. Therefore, the final priorities placed on community needs and the subsequent satisfaction of those needs are a matter of legislative decision and control.

Project Priorities

Establishing priorities for the various projects is essential to properly plan and recommend alternatives for financing current as well as future projects. In setting priorities each department should assume that certain projects will not be recommended to the Board because of limited funding resources.

The following mechanism for categorizing County Capital Projects has been developed in order to determine priorities for the allocation of available funds to projects:

1. **Basic or Core Services** - These are services that are best performed at the local level and are most closely linked to protecting the health and safety of citizens. Legally mandated services or commitments are also included in this category.

2. **Maintenance of Effort Services** - These are services which the County has traditionally provided or which reflect a major capital investment requiring an expenditure of funds to maintain.

3. **Quality of Life** - These are activities which are provided for more specialized groups and enhance the desirability of Palm Beach County as a place to live.

Within each category, projects are then ranked as:

1. Essential
2. Necessary
3. Desirable

The following matrix demonstrates the resulting order priority that a department would rate its proposed capital projects.

BASIC SERVICES	MAINTENANCE OF EFFORT	QUALITY OF LIFE
Essential (1)	Essential (2)	Essential (3)
Necessary (4)	Necessary (5)	Necessary (6)
Desirable (7)	Desirable (8)	Desirable (9)

Basic service essential projects are considered top priority and Quality of Life desirable projects last priority.

Other Considerations

✓ Impact on County revenues and annual operating budget

✓ Degree of urgency

✓ Whether or not the project duplicates another public or private facility

✓ Other factors not directly addressed above

✓ Whether or not the project is required by legislative mandate

Relationships Between the Operating and Capital Budgets

There are many features that distinguish Palm Beach County's operating budget from the capital budget. The operating budget includes expenses that are generally of a recurring nature and are appropriated for one year only. It provides for the provision of all County services, but does not result in major physical assets for the County. Year to year, changes in the operating budget are expected to be fairly stable, and represent incremental changes in the cost of doing business, in the size of the County and in the types and levels of service that are provided. Resources for the operating budget generally come from taxes, user fees, and inter-governmental payments that generally recur from year to year.

The capital budget, on the other hand, includes one-time costs for projects that may last several years. The projects result in major physical assets in the County. Resources for the capital budget generally come from bond proceeds, impact fees, grants, and taxes.

In spite of these differences, the operating and capital budgets are closely linked. The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. Included in the FY 1993-94 operating budget is approximately $3,000,000 attributable to new fire stations, libraries and parks.

Operational needs drive the capital budget. For example, major expansion requirements in the 1993-94 capital budget are the New Judicial Center, Sheriff facilities and libraries, which were necessitated by continued population growth and County's role in providing these basic services to the citizens.

Some capital improvements will actually decrease maintenance costs, such as replacement of fire trucks and water lines or reconstruction of roads. Long term operations and maintenance costs resulting from the six year capital improvement program are addressed in the CIP document, published separately.

PALM BEACH
COUNTY

1993-94 Capital Improvement Budget Summary

The 1993-94 capital improvement budget has appropriations totaling $519.9 million. The capital improvement program is financed primarily through bonds, impact fees, balance brought forward and taxes. A detailed capital project listing is contained in the capital improvement program document, published separately. Some of the highlights of the capital improvement program include:

Airports - Capital projects budgeted by Airports include taxiway improvements, perimeter roads expansion, new signage and construction of a heliport. These projects total $33.9 million.

County Buildings/General Government - These projects include amounts budgeted for general government buildings including land acquisition, design and construction. The FY 1993-94 budget is $149.0 million and includes the new judicial center, other detention projects, Airport Centre office facility, courthouse parking garage, environmentally sensitive land purchases and other general government capital projects.

Fire/Rescue - These projects total $9.3 million and include various land purchases, fire equipment, radios and a new fire station.

Libraries - The projects primarily consist of the Library Expansion Program which was approved by the voters of the County in 1986. The program was funded by a one-half mill ad valorem tax levy for two years. Library projects total $12.2 million.

Mass Transit - These total $7.6 million and are capital projects for new and replacement busses, a Transit Hub Center, a new administration and maintainence facility and passenger shelters.

Parks - These projects include various parks financed by the $30 million Park Development Bonds as well as improvements to Morikami Park and the construction of a southwest county pool. Parks projects are budgeted for $44.4 million in FY 1993-94.

Roads - These projects total $170.9 million and consist of right-of-way acquisition and design and construction of various County roads. The majority of the projects are those identified in the County's Five Year Road Program as adopted by the Board of County Commissioners.

Street & Drainage Improvements - These projects total $22.3 million and are largely for infrastructure improvements to County maintained bridges, culverts and other street pavement, curbing and canal drainage projects.

Water Utilities - These projects total $70.4 million including water and wastewater treatment plants, system improvements and the expansion of various existing facilities.

CAPITAL PROJECTS BY TYPE

PROJECT TYPE	ACTUAL 1991–92	BUDGET 1992–93	ESTIMATED 1992–93	BUDGET 1993–94
Airports	$12,618,105	$36,011,902	$20,008,487	$33,912,150
County Buildings	84,683,981	203,177,265	71,264,651	148,980,188
Fire/Rescue	226,164	6,478,136	117,411	9,267,881
Library	3,516,677	13,388,425	2,068,211	12,158,274
Mass Transportation	12,826	7,499,622	4,809,223	7,574,970
Parks	7,813,294	41,519,673	5,052,106	44,412,458
Roads	40,426,488	187,519,566	27,720,547	170,917,745
Street & Drainage Improvements	5,012,865	23,795,524	4,963,445	22,245,501
Water Utilities	10,409,913	49,491,072	11,044,000	70,434,272
TOTAL CAPITAL PROJECTS	$164,720,313	$568,881,185	$147,048,081	$519,903,439

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

DEBT SERVICE

DEBT SERVICE OVERVIEW

This section of the Budget Document provides comprehensive information regarding Palm Beach County's Debt Service (principal and interest related to long-term debt) for FY 1993-94, and in future years.

Bond Issues Outstanding

The following table shows that there are currently twenty-five (25) County bond issues outstanding. Five (5) are General Obligation issues, eleven (11) are Non-Self Supporting Revenue bonds, and nine (9) are Self-Supporting Enterprise issues. At original issue, these bonds totalled $1,059.1 million. Including Solid Waste Authority, the total outstanding is twenty eight issues with an original issue value of $1,562.2 million.

FY 1993-94 Debt Service

The next table shows that the FY 1993-94 funding requirement is $79.6 million for County debt. This amount includes interest payments, principal, and fiscal charges on the debt.

Debt Service Requirements After FY 1993-94

The third table in this section summarizes Debt Service requirements after FY 1993-94, based on currently outstanding County bond issues. The amounts are as follows:

FY 1994-95	-	$ 86.4 million
FY 1995-96	-	$ 86.6 million
FY 1996-97	-	$ 83.7 million
FY 1997-98	-	$ 82.4 million
Future	-	$ 1,125.4 million

Ratios

The table in this section provides a variety of statistical information, expressing the County's Debt Service in terms of ratios. Based on these ratios, Palm Beach County is in a healthy debt capacity position.

Budgeted Debt Service by Fund

This section details the FY 1993-94 debt service requirements by fund with a brief description of the issue.

PALM BEACH COUNTY

SUMMARY OF OUTSTANDING BOND ISSUES
AS OF OCTOBER 1, 1993

ISSUE	PURPOSE	AMOUNT ISSUED	ISSUE DATE	MATURIT DATE	AMOUNT OUTSTANDING
GENERAL OBLIGATION DEBT					
Beach Acquisition Bonds	Acquisition and improvement of beach sites countywide	$6,000,000	3/1/70	3/1/99	$2,180,000
Beach and Park Acquisition and Improvement Bonds	Acquisition and improvement of various beach & park sites countywide	35,000,000	8/1/78	8/1/08	25,000,000
Beach & Park Refunding Bonds	Refund portion of previous issue	14,420,000	10/15/8	8/1/08	12,460,000
50M ESL Bond - Part I	Acquisition of environmentally sensitive lands	50,000,000	10/15/9	10/1/11	47,145,000
Refunding Bonds Series 1993	Refund 30M Park issue 1987 for Countywide regional park improvements	23,375,000	6/15/93	7/1/02	23,375,000
TOTAL - General Obligation Bonds		$128,795,000			$110,160,000
NON SELF SUPPORTING REVENUE BONDS					
Improvement Bonds S-1967	Improvements to the County Home	$2,500,000	10/1/67	10/1/97	$610,000
Glades Health Facility Bonds	Construction and improvements to a Health Department clinic in the Glades	1,000,000	11/28/8	9/1/04	690,000
Pooled Financing (Sunshine Pool)	Land acquisition; construction and improvements to various general government and fire/rescue buildings	50,875,000	5/1/87	5/1/16	37,685,000
		10,000,000	5/31/88	7/1/04	8,120,000
First Municipal Loan Program	Design of Judicial Ctr & Detention Fac.	15,054,954	5/31/89	12/1/95	7,202,463
Criminal Justice Facilities Bonds-Series 1990	Construction of Judicial Center and Detention Facility	233,620,000	6/15/90	6/1/15	112,850,000
Airport Centre Rev Bonds-1992	Purchase Airport Center Building Complex	10,470,000	11/1/92	8/1/13	10,470,000
Sheriff Vehicle Loan	Purchase vehicles for Sheriff Dept.	2,700,000	4/1/93	4/1/96	2,265,000
Crim Justice Fac Refunding Bonds-Series 1993	Partial refunding of 233M issue series 1990 for construction of CJC facilities	117,485,000	5/15/9	6/1/11	117,485,000
Revenue Refunding Bonds-1993	Refund Series 1986 Public Improvement Bonds	26,515,000	5/5/9	10/1/06	26,515,000
Admin Complex Rev Ref-1993	Refund Public Building Corp Series 1986	22,245,000	5/5/9	6/1/11	22,245,000
Beach Acquisition Ref Refunding	Refund Beach Acquisition Series 1986	30,730,000	8/12/9	11/1/07	30,730,000
TOTAL - Non Self Supporting Revenue Bonds		$523,194,954			$376,867,463

SUMMARY OF OUTSTANDING BOND ISSUES
AS OF OCTOBER 1, 1993

ISSUE	PURPOSE	AMOUNT ISSUED	ISSUE DATE	MATURIT DATE	AMOUNT OUTSTANDING
SELF SUPPORTING REVENUE BONDS					
Water & Sewer System-1984	Refund previous bond issues	$56,745,000	8/1/84	10/1/96	$3,650,000
Water & Sewer System Series 1985	Provide funding for buyout of South Palm Beach Utilities	18,645,000	6/13/85	10/1/11	16,645,000
Water & Sewer System-1986	Refund portion of Series 1984	59,530,000	11/1/86	10/1/11	55,985,000
Water & Sewer System Series 1989	Provide funding to assist in financing five year capital improvement program	38,000,000	7/1/89	10/1/98	7,060,000
Water & Sewer Revenue-1993B	Decrease portion of series 1989 callable 10/1/98 in the amount of $27,183,000.	29,875,000	8/31/93	10/1/09	29,875,000
Water & Sewer Revenue-1993A	Provide funding for capital expansion of existing water & sewer systems	15,000,000	8/31/93	10/1/13	15,000,000
Airport System series 1989 Subordinated Indebtedness	Provide funding to pay expenses of Series 1991 Refunding Bonds	3,850,000	6/1/89	10/1/10	3,685,000
Airport System Series 1991	Refund portion of Series 1984	94,815,000	9/30/91	10/1/10	94,155,000
Airport System Revenue Bonds	Refund Series 84; Improvements to Palm Beach International Airport	90,690,000	2/1/92	10/1/14	85,065,000
SUB-TOTAL-Direct County Self Supporting Debt		407,150,000			311,120,000
Solid Waste Authority Revenue Bonds Series 1984	Provide funding for capital expansion of existing disposal systems	320,000,000	12/24/84	7/1/10	301,500,000
Solid Waste Authority Revenue Bonds Series 1985	Provide funding for capital expansion of existing disposal systems. $70,170,000 has been decreased and callable on 12/1/95.	100,000,000	12/1/85	12/1/95	7,840,000
Solid Waste Authority Revenue Bonds Series 1989	Provide funding for capital expansion of existing disposal systems	83,045,000	4/15/89	12/1/05	80,845,000
Sub-Total Solid Waste		503,045,000			390,185,000
TOTAL - Combined Self Supporting Revenue Bonds		$ 910,195,000			$ 701,305,000
SUB-TOTAL-All County Direct Budgetary Controlled Debt		$ 1,059,139,954			$ 798,147,463
TOTAL - COMBINED ALL BONDS		$ 1,562,184,954			$ 1,188,332,463

NOTE: Solid Waste Authority is responsible for the issuance and control of their debt requirements. As a result of a change in State law, the Beach County Board of County Commissioners now has oversight responsibility over the Solid Waste Authority and accordingly, the Waste Authority is now included in the County's Comprehensive Financial Report.

DEBT SERVICE SUMMARY BY FUNCTION

FUND	Amount	General Government	Physical Environment	Transportation	Principal
General	$578,820	$43,661			$535,159
$6M Beach Bond	432,765	122,765			310,000
$35M Beach & Park	2,571,450	1,496,450			1,075,000
$14.42M Beach & Park Refunding	1,434,688	879,688			555,000
$23.375M Ref of 30M Park	2,541,525	976,525			1,565,000
$50M ESL-Part I	4,516,003	2,986,003			1,530,000
$2.5M I & S Bond Fund	173,210	33,210			140,000
Glades Health Facility	84,500	34,500			50,000
$10.47M Airport Center	892,430	572,430			320,000
$20.325M Judical Ctr Garage	1,321,125	1,321,125			
$9.15M Okeeheelee Golf	579,150	579,150			
$30.730M Beach Bd Ref	1,735,203	1,095,203			640,000
$26.515M Rev Refunding	1,505,116	1,085,116			420,000
$233.6M Criminal Justice	12,345,025	7,485,025			4,860,000
$117.485M CJC Refunding	6,759,811	6,434,811			325,000
$17.1M CJC Completion	513,000	513,000			
$22.245M ADM Complex Ref	1,902,005	1,062,005			840,000
Public Safety Bond F/R	110,775	110,775			
$60.87M Sunshine Pool (1)	5,764,259	2,624,259			3,140,000
$15.1M 1st Muni Loan	4,069,667	337,341			3,732,326
$2.7M Sheriff Vehicle	966,668	81,668			885,000
$2.5M Sheriff Vehicle	447,939	45,439			402,500
Water Utilities Bonds (3)	11,476,847		7,631,847		3,845,000
Airport Bonds (2)	16,917,355			12,642,355	4,275,000
SUB-TOTAL DIRECT COUNTY	79,639,336	29,920,149	7,631,847	12,642,355	29,444,985
Solid Waste Authority (2)	44,102,033		31,752,033		12,350,000
TOTAL COMBINED	$123,741,369	$29,920,149	$39,383,880	$12,642,355	$41,794,985

NOTE: The expenditures included in the General Government column represent only interest payments and fiscal charges on general non-enterprise debt.

The expenditures in the Physical Environment and the Transportation columns represent only interest payments and fiscal charges on Enterprise Fund debt. Solid Waste Authority is added due to reporting entity concept.

The expenditures included in the Principal column represent payments of principal only for any County bonds.

(1) Two borrowings
(2) Three borrowings
(3) Six borrowings

DEBT SERVICE REQUIREMENTS

AFTER FY 1993-94

FISCAL YEAR	GENERAL OBLIGATION	NON SELF SUPPORTING REVENUE	SELF SUPPORTING REVENUE	SUB-TOTAL DIRECT COUNTY DEBT	SOLID WASTE AUTHORITY	TOTAL DEBT
1994-95	$16,586,003	$41,421,584	$28,372,281	$86,379,868	$44,377,853	$130,757,721
1995-96	16,713,101	41,182,915	28,675,366	86,571,382	44,402,894	130,974,276
1996-97	16,722,991	38,332,125	28,636,524	83,691,640	44,683,970	128,375,610
1997-98	16,721,183	37,054,922	28,620,984	82,397,089	44,994,150	127,391,239
FUTURE	183,760,120	517,584,197	424,088,805	1,125,433,122	483,914,654	1,609,347,776
TOTAL	$250,503,398	$675,575,743	$538,393,960	$1,464,473,101	$662,373,521	$2,126,846,622

Note: This table includes only principal and interest on currently outstanding bond issues.

General Obligation Debt refers to tax supported bond issues.

Non Self Supporting Revenue Debt refers to those bond issues which are supported from specific revenue sources other than property taxes or enterprise earnings. Examples of this category would include pledges of gas taxes, sales tax revenue, State revenue sharing or other non ad valorem revenues.

Self Supporting Debt refers to the bonds of the County's enterprise operations which generate sufficient revenues to satisfy their own debt service needs. This category includes the County Airport and Water Utilities. Solid Waste Authority (another Enterprise operation) is added due to reporting entity concept.

DEBT SERVICE RATIOS

RATIOS

The following table describes various debt ratios used to present and analyze the debt position and capabilities of the County.

NET TAX SUPPORTED DEBT TO TAXABLE PROPERTY VALUES

The first significant ratio is the ratio of net tax supported debt to taxable property values. This ratio indicates the proportion of tax supported debt (general obligation or voted debt), net of any debt service reserves, to the taxable values that can be assessed to support that debt.

Ratios in the range of 3% to 5% are considered acceptable. Palm Beach County currently has a ratio of .20%.

NET TAX SUPPORTED DEBT PER CAPITA

The second significant ratio is net tax supported debt per capita. This ratio indicates the net amount of tax support debt per person in the County.

Generally, per capita debt ratios of $300 to $500 are considered acceptable. Palm Beach County currently has a ratio of less than $120 per person for currently outstanding bond issues.

OTHER RATIOS

Two other significant ratios are the ratio of the annual debt service on tax supported debt to total government operating expenses; and, the ratio of the annual debt service on non-self-supporting revenue bonds to total governmental operating expenses.

These ratios indicate what proportion of the annual budget is going to debt service for governmental operations. The budget sum of these two ratios should be less than 10% to be considered acceptable. The sum of these two ratios for Palm Beach County is currently 8.8% due to new issues for Environmentally Sensitive Lands but will decrease as older issues are retired.

In summary, Palm Beach County continues to be in a very strong debt capacity position and appears to have untapped borrowing power for the future.

DEBT SERVICE DATA

	FY 1991/92 Actual	FY 1992/93 Estimated	FY 1993/94 Budget	FY 1994/95 Projected	FY 1995/96 Projected	FY 1996/97 Projected	FY 1997/98 Projected
Tax Supported Debt Outstanding (Net)	$116,235,000	$110,160,000	$105,125,000	$147,740,000	$140,000,000	$131,865,000	$123,310,000
Taxable Values (in $1000's)	$51,512,492	$51,030,744	$51,930,175	$52,910,874	$54,910,874	$57,410,874	$59,910,874
Ratio of Net Tax Supported Debt to Taxable Values	0.23%	0.22%	0.20%	0.28%	0.25%	0.23%	0.21%
Population Estimates	910,676	933,174	955,666	978,162	1,000,732	1,023,361	1,045,875
Net Tax Supported Debt per Capita	$128	$118	$110	$151	$140	$129	$118
General Operating Expenditures	$502,641,593	$504,842,564	$574,842,564	$582,334,346	$606,894,100	$637,243,229	$667,230,230
Annual Debt Service Tax Supported Debt	$16,289,304	$15,783,689	$11,533,693	$16,586,003	$16,713,101	$16,722,991	$16,721,183
Ratio of Annual Debt Service on Tax Supported Debt to General Operating Expenditures	3.2%	3.1%	2.0%	2.8%	2.8%	2.6%	2.5%
Annual Debt Service Non Self-Supporting Revenue Bond Debt	$40,078,612	$39,169,883	$39,169,883	$41,421,584	$41,182,915	$38,334,375	$37,051,922
Ratio of Annual Debt Service on Non Self-Supporting Revenue Bond Debt to General Operating Expenditures	8.0%	7.8%	6.8%	7.1%	6.8%	6.0%	5.6%

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
GENERAL FUND	
Lease/Purchase Payments	$578,820
TOTAL	$578,820

BUDGET COMMENT:

Included in General Fund debt service are amounts to provide budget for annual interest and principal payments for the following:

- Airport Hotel Office Complex lease/purchase. This lease provides for payments to be made by the County to the Department of Airports for the purchase of land to be leased to a developer for a hotel and office complex. The annual payment amount is $578,820. With the acquisition of the Airport Centre complex in FY 1993, this agreement will be ended in FY 1994.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$6M BEACH ACQUISITION	
Principal	$310,000
Interest	121,765
Paying Agent Fees	1,000
TOTAL	$432,765

BUDGET COMMENT:

These bonds were issued in 1969 and mature through 1999, having been authorized by referendum in November, 1969. The proceeds of the bonds were used for the acquisition of land fronting on or near the Atlantic Ocean in the Jupiter–Singer Island area, the Lake Worth–Lantana area and Boynton Beach–Boca Raton area, for use as public beaches, parks, and recreation areas. The funds to retire the bonds are provided by ad valorem taxes. Coupon rates range from 4.0% to 7.5%.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$35M BEACH & PARK ACQUISITION	
Principal	$1,075,000
Interest	1,491,450
Paying Agent Fees	5,000
TOTAL	$2,571,450

BUDGET COMMENT:

This fund provides for the debt service of the $35,000,000 Beach and Park General Obligation Bonds issued in 1978. The bonds are in $5,000 denomination, mature from 1980 through 2008, and pay annual interest of 5.75% to 7.25%. Funds to retire the bonds are provided from ad valorem taxes. In fiscal year 1979-80 the first 96 bonds ($480,000) were retired.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$14.42M BEACH AND PARK REFUNDING BOND	
Principal	$555,000
Interest	874,688
Paying Agent Fees	5,000
TOTAL	$1,434,688

BUDGET COMMENT:

These bonds were issued for the purpose of providing the funds required (i) to pay the cost of refunding $13,255,000 aggregate outstanding principal amount of the County's General Obligation Bonds dated August 1, 1980 issued in the original principal amount of $15,000,000, (ii) to pay the cost of issuance of the bonds. The bonds are in $5,000 denomination, mature from 1989 through 2008 and pay annual interest of 5.7% to 7.3%. Funds to retire the bonds are provided from ad valorem taxes.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$23.375M REFUNDING BOND of 30M PARK DEVELOPMENT BOND	
Principal	$1,565,000
Interest	971,525
Paying Agent Fees	5,000
TOTAL	$2,541,525

BUDGET COMMENT:

This fund provides debt service on the Refunding Bonds Series 1993 issued for the purpose of providing a portion of the funds required to pay the cost of refunding $21,485,000 of the Series 1987 Park Bond Issue. These bonds mature in 1994 through 2002 and carry an interest rate of 2.65% to 4.80%. Interest is payable on January 1, 1994 and each July 1 and January 1. The original bonds were issued by the County for the purpose of providing the funds required to finance the cost of improving and developing public parks and recreational facilities in the County. Funds to retire the bonds are provided from ad valorem taxes.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$50M ENVIRONMENTAL SENSITIVE LAND DEBT SERVICE	
Principal	$1,530,000
Interest	2,986,003
TOTAL	$4,516,003

BUDGET COMMENT:

This fund provides for the debt service on the $50,000,000 voted bond issue for the purchase of Environmentally Sensitive Lands. The bonds were issued in FY 1992 and the proceeds are to be used for the purchase of selected parcels of land considered to be environmentally sensitive should they be used for development. It is anticipated and approved that a second issue of $50,000,000 for the same type of purchase use will be made in FY 1995. Funds to retire the bonds are provided from ad valorem taxes.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$2.5M IMPROVEMENT REVENUE BOND	
Principal	$140,000
Interest	32,460
Paying Agent Fees	750
Debt Service Reserve	178,562
TOTAL	$351,772

BUDGET COMMENT:

These bonds were issued in 1967 and mature annually through 1997. They provide for construction improvements to the County Home and General Care Facility, the North County Health & Welfare Building, the South County Health & Welfare Building, as well as roads and parks projects. Funding for the retirement of the bonds is provided by state race track funds. The coupon rate ranges from 4.3% to 6.0%.

The Debt Service Reserve is a special fund established to cover the highest combined interest and principal payment in any year in the term of the 1967 $2,500,000 Construction Improvement bond issue. Surplus funds accruing are transferred into the bond's interest and sinking fund.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$1M GLADES HEALTH FACILITY REVENUE BOND	
Principal	$50,000
Interest	34,500
Debt Service Reserve	77,177
TOTAL	$161,677

BUDGET COMMENT:

This fund provides for the debt service of the $1 Million Glades Health Facility construction bonds. The bonds mature from 1986 to 2004 and pay annual interest of 5.0%. Funding for the retirement of the bonds is provided by rental income of the facility.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$10.47M AIRPORT CENTRE BUILDING BOND FUND	
Principal	$320,000
Interest	572,430
TOTAL	$892,430

BUDGET COMMENT:

This fund provides for the debt service on the $10,470,000 Airport Centre Bonds issued in FY 1993 for the construction and purchase of a County office facility primarily for the Planning, Zoning and Building Department and the Engineering Department. The objective is to provide for a one-stop permitting center and to establish sufficient office space for County operations through the year 2010. This building is proposed to be developed at the Airport Centre on land owned by the County and buildings partially leased by the County.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$20.325M JUDICIAL PARKING GARAGE	
Interest	$1,321,125
Reserve for Future Debt Service Payments	764,091
Debt Service Reserves	1,927,624
TOTAL	$4,012,840

BUDGET COMMENT:

This fund provides for the debt service on the $20,325,000 to be issued in FY 1994 for the construction of a parking facility adjacent to the new Criminal Justice Facility scheduled for completion in 1995.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$9.15M OKEEHEELEE GOLF COURSE REVENUE BOND FUND	
Interest	$579,150
Reserve for Future Debt Service Payment	288,352
Debt Service Reserves	867,789
TOTAL	$1,735,291

BUDGET COMMENT:

This fund provides for the debt service on the $9,150,000 Okeeheelee Golf Course Revenue Bonds. The bonds will be issued in FY 1993-94 for the construction of a golf course in the Okeeheelee Park facility.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$30.730M BEACH BOND REFUNDING SERIES 1993	
Principal	$640,000
Interest	1,090,203
Paying Agent Fees	5,000
Reserve for Future Debt Service Payment	1,808,369
Debt Service Reserves	3,011,354
TOTAL	$6,554,926

BUDGET COMMENT:

This fund provides for the debt service on the $30,730,000 Beach Acquistion Revenue Refunding Bonds, Series 1993. The bonds were issued in FY 1993 for the purpose of providing funds to advance refund and defease the County's Beach Acquistion Bonds, Series 1986; make a deposit to the Debt Service Reserve Account in the amount of the Debt Service Reserve Rrequirement for the Series 1993 Bonds; pay the premium for a municipal bond insurance policy and pay the costs of issuing the Series 1993 Bonds. The Bonds mature from 1993 to 2007 and carry an annual interest rate from 2.5% to 5.250%. The funding source for the debt service is non ad valorem revenues, currently being Sales Tax.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$26.515M REVENUE REFUNDING BONDS, SERIES 1993	
Principal	$420,000
Interest	1,085,116
Reserve for Future Debt Service Payment	2,156,715
TOTAL	$3,661,831

BUDGET COMMENT:

This fund provides for the debt service on the $26,515,000 Revenue Refunding Bonds, Series 1993. The bonds were issued in FY 1993 for the purpose of providing funds to advance refund and defease the County's Revenue Bonds, Series 1986; pay the cost of obtaining a Reserve Account Credit Facility in an amount equal to the Debt Service Reserve Requirement; pay the premium for a municipal bond insurance policy and pay the costs of issuing the Series 1993 Bonds. The Bonds mature from 1993 to 2006 and carry an annual interest rate from 2.6% to 5.30%. The major funding source for the debt service is non ad valorem revenues and a contribution from the County's Parking Garage Facility.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$233.6M CRIMINAL JUSTICE FACILITY	
Principal	$4,860,000
Interest	7,484,775
Paying Agent Fees	250
TOTAL	$12,345,025

BUDGET COMMENT:

This fund provides budget for the debt service of the Criminal Justice Facilities Revenue Bonds, Series 1990. The Bonds are dated June 15, 1990 and issued in $5,000 denomination. The serial portion of the bonds mature from 1994 to 2005 and pay annual interest of 6.3% to 7.2%.

In FY 1993, $120,770,000 were refunded by $117,485,000 Criminal Justice Revenue Refunding Bonds, Series 1993. A total of $112,850,000 remain outstanding from this issue, Series 1990. The principal source of funding for this issue is non ad valorem revenues; currently Sales Tax.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$117.485M CRIMINAL JUSTICE FACILITY REFUNDING BONDS, SERIES 1993	
Principal	$325,000
Interest	6,434,561
Paying Agent Fees	250
TOTAL	$6,759,811

BUDGET COMMENT:

This issue, Series 1993, was to provide funds for the advance refunding of $120,770,000 from the $233.6M Criminal Justice Facility Revenue Bonds, Series 1990 and to pay the cost of issuing the Bonds including municipal bond insurance premium and the cost of the Reserve Account Credit Facility. The Bonds mature from 1994 to 2011 and carry an annual interest rate from 2.75% to 5.375%

A total of $112,850,000 remains outstanding from the Series 1990 issue. The principal source of funding for both issues are non ad valorem revenues; currently Sales Tax.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$17.1M CRIMINAL JUSTICE FACILITY COMPLETION BONDS, SERIES 1994	
Interest	$513,000
Reserve for Future Debt Service	513,000
TOTAL	$1,026,000

BUDGET COMMENT:

This issue, Series 1994, will be to provide funds for the completion of the Criminal Justice Facility projects. $260,000,000 in Bonds were originally authorized to be issued for these projects of which $233,600,000 have been issued. Postponement of one component (Belle Glade Jail) has enabled the delay in issuance of these completion bonds, although, they will still be required in order to complete that project. The major funding source will be non ad valorem revenues; currently being Sales Tax.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$22.245M ADMINISTRATIVE COMPLEX REVENUE REFUNDING BONDS, SERIES 1993	
Principal	$840,000
Interest	1,062,005
TOTAL	$1,902,005

BUDGET COMMENT:

This issue, Series 1993, is to provide funds to refund the Palm Beach County Public Building Corporation, Inc. (Administrative Complex) Revenue Refunding Bonds, Series 1986; fund the Debt Service Reserve Account by the purchase of a surety bond in the amount of the Debt Service Reserve Requirement; pay the premium for a municipal bond insurance policy and pay the cost of issuing the Series 1993 Bonds. The Bonds mature from 1994 to 2006 and carry annual interest rates from 3.00% to 5.20%. The main source of funding for the debt service is non ad valorem revenues.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
PUBLIC SAFETY BOND ISSUE, SERIES 1994	
Interest	$110,775
TOTAL	$110,775

BUDGET COMMENT:

This issue, Series 1994, Will be to provide funds to build a centralized Alarm Office for Fire/ Rescue. The main source of funding for the debt service is non ad valorem revenues.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$60.875M SUNSHINE POOL	
Principal	$3,140,000
Interest	2,251,089
Recurring Issue Costs	313,081
Paying Agent Fees	60,089
TOTAL	$5,764,259

BUDGET COMMENT:

This fund provides for the debt service on the $60,875,000 pooled financing debt service fund. Proceeds were used to finance land acquisition, construction and improvements to various general government and fire/rescue buildings. This is a pooled financing arrangement with a variable interest rate. $50,875,000 was issued May 1, 1987 with a maturity date of 2016. On May 31, 1988, an additional $10,000,000 was borrowed and is to be repaid over a 15 year period.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
FIRST MUNICIPAL LOAN	
Principal	$3,732,326
Interest	337,174
Paying Agent Fee (Sheriff's Loan)	1,167
TOTAL	$4,070,667

BUDGET COMMENT:

This fund provides for the debt service on the $22,906,554 interim financing agreement with the First Municipal Loan Program. Proceeds were used to meet design, program management and initial construction costs of the Downtown Judicial Center and Detention Facilities as well as to purchase Four Points Centre. On January 31, 1989 · $6,151,600 was issued for Four Points Centre with a maturity date of 1992 and which has now been retired. An additional $15,054,954 was borrowed on May 31, 1989 for the Judicial Center and Detention Facilities maturing in 1995.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$2.7M SHERIFF VEHICLE LOAN 1993	
Principal	$885,000
Interest	81,668
TOTAL	$966,668

BUDGET COMMENT:

This fund provides for the debt service on the $2,700,000 financing agreement for the purchase of 1993 vehicles for the Sheriff's Department. It is amortizable over a four year period. Funding for the debt service is provided by the Sheriff.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
$2.5M SHERIFF VEHICLE LOAN 1994	
Principal	$402,500
Interest	45,439
TOTAL	$447,939

BUDGET COMMENT:

This fund provides for the debt service on the $2,500,000 financing agreement for the purchase of 1994 vehicles for the Sheriff's Department. It is amortizable over a four year period. Funding for the debt service is provided by the Sheriff.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
AIRPORTS DEBT SERVICE	
Principal	$4,110,000
Interest	12,642,355
Paying Agent Fees	47,000
Debt Service Reserve	19,398,288
TOTAL	$36,197,643

BUDGET COMMENT:

The Department of Airports currently has three outstanding bond issues.

1) Airport System Series 1992 - $90,690,000
This issue originally consisted of $124,300,000 in fixed rate (Series A) and $60,000,000 in weekly adjustable/fixed rate bonds (Series B). In May, 1986 the Series B bonds were converted to a fixed rate. The bonds were sold to finance improvements to the Palm Beach International Airport System, including the general aviation airports in Pahokee and Lantana as well as a new general aviation airport in northern Palm Beach County. On March 5, 1992 these bonds were issued to advance refund the remaining Series 1984 Bonds.

2) Airport System Series 1989 Subordinated Indebtedness - $3,850,000
The proceeds of these expense bonds were used to fund issue costs such as insurance premiums, counsel fees, other expenses and a reserve account for future debt service payments.

3) Airport System Series 1991 - $94,815,000
The proceeds of this issue are being used to refund a portion of the $188,400,000 Series 1984 bonds in order to reduce annual debt service requirements . The net present value of the savings approximate $10 million.

DEBT SERVICE BY FUND

	AMOUNT BUDGETED
WATER UTILITIES DEBT SERVICE	
Principal	$4,140,000
Interest	7,742,752
Paying Agent Fees	18,750
Amortization of Issuance Cost	65,000
Debt Service Reserve	6,272,000
TOTAL	$18,238,502

BUDGET COMMENT:

The Water Utilities Department currently has six outstanding bond issues.

1) Water & Sewer System Series 1984 – $53,445,000
The proceeds of this issue refunded all previous Water & Sewer System bonds, resulting in a reduction in annual debt service requirements. The interest rates range from 6.25% for bonds due October 1, 1985 to 10.125% for bonds due October 1, 2011.

2) Water & Sewer System Series 1985 – $17,845,000
The proceeds of this issue were used to refund the Revenue Bond Anticipation Notes, Series 1984 which had been issued to complete the purchase of the South Palm Beach Utilities System. This is a variable rate bond with maturities ranging from October 1, 1986 to October 1, 2011. The cap on the variable rate is 15.0%

3) Water & Sewer System Series 1986 – $58,165,000
The proceeds of this issue were used to refund $46,140,000 of the Water & Sewer System Series 1984 bond issue in order to reduce the annual debt service requirements. The savings achieved approximate $7,500,000 over the life of the issue. The interest rates range from 3.75% for bonds due October 1, 1987 to 7.1% for bonds due October 1, 2011.

4) Water & Sewer System Series 1989 – $38,000,000
The proceeds derived from this issue, together with other available moneys of the Water Utilities Department, will be used (i) to pay the cost of certain additions and improvements to the water and sewer facilities of the County in accordance with the Department's Five-Year Capital Improvement Program, as amended and updated annually, and (ii) to pay certain costs relating to the issuance of the Series 1989 Bonds.

5 & 6) Water & Sewer Systems Series 1993 A & B – $15,000,000 & $29,875,000
Paying the costs of certain additions to the water systems – Series A and paying the costs of refunding a portion of the Series 1989 Bonds – Series B.

PALM BEACH COUNTY

FISCAL YEAR 1993 - 94 BUDGET

APPENDICES

GLOSSARY

AD VALOREM TAX

A tax levied on the assessed value of real or tangible personal property. Also known as "Property Tax."

AGGREGATE MILLAGE RATE

The sum of all ad valorem taxes levied by the governing body of a county for countywide purposes excluding voted debt, plus ad valorem taxes levied for any district dependent to the governing body, divided by the total taxable value of the county, converted to a millage rate. Expresses an "average" tax rate.

APPROPRIATION

A legal authorization granted by a legislative body (e.g., Board of County Commissioners) to incur obligations and make expenditures for specific purposes.

ASSESSED VALUE

The fair market value of real estate or other personal property, as determined by the County's Property Appraiser. The assessed value less any exemptions allowed by law is the "taxable value".

BALANCED BUDGET

A budget in which estimated revenues and appropriations are equal.

BASE BUDGET

Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS (BCC)

The legislative and governing body of a county. Also referred to as the "County Commission".

BOND

A certificate of debt containing a promise to pay a specified sum of money (called the face value or principal) at a specified date or dates in the future (called the maturity date) together with periodic interest at a specified rate. Bonds are typically used for long-term debt to pay for specific capital expenditures.

BOND REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BUDGET

A comprehensive financial plan of operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them, and specifying the type and level of services to be provided. Most local governments have two types of budgets -- the "Operating Budget" and the "Capital Improvement Budget".

Palm Beach County uses the following terms:

Tentative Budget: County Administrator's recommendation to the Board.

Adopted Tentative Budget: Board's modification to the County Administrator's recommendation. (Basis for first public hearing).

Final Budget: Board's modification at first public hearing. (Basis for second public hearing).

Approved Budget: Board-approved Budget at second, and final public hearing.

BUDGET AMENDMENT

An increase or decrease in budgeted revenues with a corresponding increase or decrease in appropriations within the same fund. The budgeted fund total is changed.

BUDGET DOCUMENT

The official written statement which presents the proposed budget to the legislative body (e.g., County Commission).

BUDGET MESSAGE

A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the County Administrator.

BUDGET TRANSFER	A transfer of appropriations among two or more accounts within the same fund. The budgeted fund total is not changed.
CAPITAL EQUIPMENT	Equipment with a value in excess of $500 and an expected life of more than one year such as automobiles, typewriters and furniture.
CAPITAL IMPROVEMENT	Physical assets, constructed or purchased, that have a minimum useful life over one year and a minimum cost of $25,000. Capital improvements typically involve physical assets such as buildings, streets, water and sewage systems, and recreation facilities.
CAPITAL IMPROVEMENT BUDGET	A budget including those approved capital improvement projects contained in the first year of the Capital Improvement Program (CIP).
CAPITAL IMPROVEMENT PROGRAM (CIP)	A plan for capital expenditures to be incurred each year over a fixed period of years to meet anticipated capital needs. It sets forth each project or other contemplated expenditure in which the County is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.
CAPITAL OUTLAYS	Expenditures which result in the acquisition of, or addition to, fixed assets such as buildings, land, and roads.
CAPITAL PROJECT FUND	A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary or Trust Funds).
COMPREHENSIVE PLAN	Required under Chapter 163 of the Florida Statues, the Plan shall prescribe principles, guidelines and standards for the orderly and balanced future economic, social, physical, environmental and fiscal development of the County.

CONTINGENCY — An appropriation of funds which are set aside to cover emergencies as unforeseen events occur during the fiscal year, such as new federal mandates, shortfalls in revenue and unanticipated expenditures.

COUNTY — A political subdivision of the State which is empowered to levy and collect taxes and provide services to citizens within its boundaries.

COUNTY BUDGET OFFICER — Each Board of County Commissioners, pursuant to Florida Statutes, Section 129.025, may designate a county budget officer to carry out budget duties as set forth in Chapter 129. In Palm Beach County, the County Administrator has been designated the County Budget Officer.

COUNTY OFFICERS — Independently elected officials including the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. Also referred to as "Constitutional Officers".

DEBT SERVICE — Payment of principal and interest related to long-term debt.

DEBT SERVICE FUND — A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT OR BUDGET DEFICIT — The excess of budget expenditures over revenue receipts.

DEPARTMENT — An organizational unit responsible for carrying out a major governmental function, such as Public Safety or Public Works.

DEPRECIATION — Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

ENCUMBRANCE — An amount of money committed for the future payment for goods and services not yet received. Encumbrances result from the issuance of a purchase order, contract or formal agreement.

ENTERPRISE FUND

A fund established to account for operations that are financed and operated in a manner similar to private business. The intent is that the full cost of providing the goods or services be financed primarily through charges and fees, thus removing the expense from the tax rate. An example would be Water and Sewer.

EXEMPTION

A reduction to the assessed value of property. The most common exemption is the $25,000 homestead exemption allowed if the owner uses the property as the principal residence. There are also exemptions for disability, government owned and non-profit owned property.

EXPENDITURES

The cost of goods delivered or services rendered, debt service, and capital outlay.

FISCAL YEAR

Any period of 12 consecutive months designated as the budget year. The fiscal year used by the County begins October 1 and ends September 30 of the following calendar year and is set by State Statute. The year is represented by the date on which it ends. For example, October 1, 1991 to September 30, 1992 would be Fiscal Year 1992.

FIXED ASSETS

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE FEE

A fee levied on a public service corporation in return for granting a privilege or permitting the use of public property. Services subject to franchises include electricity, telephone, natural gas, water and cable television.

FULL-TIME EQUIVALENT (F.T.E.)

The number of approved positions equated to a full-time basis (e.g., two half-time positions equal one full-time equivalent position).

FUND

An accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives, in accordance with special regulations, restrictions or limitations.

FUND BALANCE	The excess of fund assets over its liabilities. A negative fund balance is sometimes called a deficit.
GENERAL FUND	A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Parks and Recreation and Purchasing.
GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)	Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time.
GOAL	A long-range desirable result attained by achieving objectives designed to implement a strategy.
GRANT	A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.
HOMESTEAD EXEMPTION	A deduction from the assessed (taxable) value of property permanently occupied by the owner in the State of Florida. The exemption is now $25,000 for all property owners who qualify.
IMPACT FEE	A charge to a developer for off-site improvements that must be provided by the local government to serve the new development.
INTERFUND TRANSFER	Movement of funds from one accounting entity to another. Also referred to as "Transfers In/Out".
INTERGOVERNMENTAL REVENUES	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

INTERNAL SERVICE FUND	A fund established for the financing of goods or services provided by one department or agency to other departments or agencies on a cost reimbursement basis.
LEASE-PURCHASE AGREEMENTS	Contractual agreements which are termed "leases," but which in substance amount to purchase contracts, for equipment and machinery.
LEGALLY ADOPTED BUDGET	The total of the budgets of each County fund including budgeted transactions between funds.
LEVY	To impose taxes, special assessments, or service charges for the support of County activities.
LIABILITY	Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.
LINE-ITEM	A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue and expenditure justifications are reviewed, anticipated and appropriated at this level.
MANDATE	Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order or that is required as a condition of aid.
MILLAGE RATE	Rate applied to assessed (taxable) value to determine property taxes. A mill is 1/10th of a penny, or $1.00 of tax for each $1,000 of assessed value.
MUNICIPAL SERVICES BENEFITS UNIT (MSBU)	A special district created to provide for projects and/or services to a specifically defined area of the County and financed by a special assessment to only those citizens receiving the benefits of those projects or services.

MUNICIPAL SERVICES TAXING UNIT (MSTU)	A taxing district covering a segment of the unincorporated area of the County, with individual assessed values and millage rates, which provides municipal-type services such as fire/rescue, or road and street improvements to residents of the unincorporated area.
MUNICIPALITY	A local government having governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services.
NET BUDGET	The legally adopted budget less all interfund transfers and inter-departmental charges.
NON-AD VALOREM ASSESSMENTS	Charges that are not based on property value, but are levied for specific services on each parcel of property. Examples include charges for garbage, lighting, drainage and water.
NON-OPERATING EXPENDITURES	The costs of government services which are not directly attributable to a specific County program or operation. Examples include debt service obligations and contributions to Human Service organizations.
NON-OPERATING REVENUES	The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.
NON-TAX REVENUES	The revenue derived from non-tax sources, including licenses and permits, intergovernmental revenue, charges for service, fines and forfeitures, and various other miscellaneous revenue.
OBJECTIVE	Something to be accomplished in specific, well-defined, and measurable terms and is achievable within a specific time frame.
OPERATING BUDGET	A budget for general expenditures such as salaries, utilities and supplies.
ORGANIZATION	A level of financial reporting and management responsibility under the County's financial system.

PERFORMANCE MEASURES — Specific quantitative and qualitative measures of work performed.

PERSONAL SERVICES — Items of expenditures in the operating budget for salaries and wages paid for services by County employees, as well as the incidental fringe benefit costs.

PROPERTY TAX — Taxes derived from all non-exempt real and tangible personal property located within the County. Property taxes are computed on the basis of multiplying the millage rate by the value of real or personal property.

PROPRIETARY FUND — A fund which operates similarly to the private sector and focuses on the measurement of net income.

RESERVE — A specified amount of funds set aside for the purpose of meeting future expenses. Expenditure of reserve funds requires approval of the Board of County Commissioners.

RETAINED EARNINGS — An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

REVENUE — Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BONDS — Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.

ROLLED-BACK RATE — The millage rate which, exclusive of new construction, will provide the same property (ad valorem) tax revenue for each taxing entity as was levied during the prior year.

The rolled-back rate controls for changes in the market value of property and represents "no tax increase". The only source of additional tax revenue, if the rolled-back rate is levied, is the tax upon new construction.

SERVICE LEVEL	Services or products which comprise actual or expected output of a given program. The focus is on results, not measures of workload.
SPECIAL REVENUE FUND	A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.
STATUTE	A written law enacted by a duly organized and constituted legislative body.
SUPPLEMENTAL REQUESTS	Departmental requests for additional funding in the budget year in order to increase or enhance existing service levels.
TAX EQUIVALENT REVENUE	Any revenue that can be used to reduce ad valorem funding requirements on a dollar for dollar basis (e.g., franchise fees, utility taxes).
TAX RATE	The amount of tax stated in terms of a unit of the tax base. For example, 5 mills equals 5 dollars per thousand of taxable value.
TAX RATE LIMIT	The maximum legal property tax rate at which a taxing authority may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.
TAXABLE VALUE	The value used for computing the ad valorem taxes levied against property. The taxable value is the "assessed value" less any exemptions allowed by law.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.
TRANSFERS IN/OUT	Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

TRIM NOTICE

A notice sent annually to property taxpayers which explains any changes in the millage rate of each taxing authority from the prior year. The notice also includes the time and place of public hearings on proposed millage rates.

TRUST AND AGENCY FUND

A fund used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

TRUTH IN MILLAGE LAW (TRIM)

A 1980 Florida law which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of the various taxing authorities.

UNINCORPORATED AREA

That portion of the County which is not within the boundaries of any municipality.

USER (FEES) CHARGES

The payment of a fee for direct receipt of a public service by the party benefiting from the service.

UTILITY TAX

A tax levied by the County on the customers of various utilities such as electricity, telephone, gas and water. The tax rate may be levied up to 10.0 percent of the sales price of such utility service or commodity.

FINANCIAL POLICIES RELATING TO FY 1993-94 BUDGET

Palm Beach County's FY 1993-94 Budget has been developed using the policies described in this segment of the Budget document and is intended to facilitate management actions on financial decisions, as well as, to assist other readers of this document in understanding County finances.

The establishment of consolidated financial policies will also have the following beneficial results:

- Provide a concise reference guide for consideration of County financial matters.
- Direct attention to overall financial condition, rather than a narrow focus on single issues.
- Exhibit a commitment to sound financial management and fiscal integrity, establishing credibility and confidence for citizens, investors, and rating agencies.
- Demonstrate a compliance with applicable Florida statutory requirements.

The financial policies on the following pages are grouped into the following categories:

I. Budget Policies

II. Revenue Policies

III. Expenditure Policies

IV. Reserve Policies

V. Debt Policies

VI. Capital Improvement Policies

I. BUDGET POLICIES

I.1 Balanced Budget

The County's Annual Budget shall be balanced; that is, the total of the estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves (Florida Statutes, 129.01(2)(b)).

I.2 Budget Adoption

The County's Annual Budget shall be adopted by the Board of County Commissioners at a fund level.

I.3 Estimates of Receipts

The receipts division of the budget shall include 95% of all receipts reasonably to be anticipated from all sources, including taxes to be levied, and 100% of balance to be brought forward at the beginning of the fiscal year (Florida Statutes, 129.01(2)(b) and 200.065(2)(a)).

I.4 Contingencies

A reserve for contingencies will be budgeted in each operating and capital fund in an amount not more than 10% of the total fund budget; for reallocation by the Board of County Commissioners as needed to fund unforeseen needs during the budget year (Florida Statutes, 129.01(2)(c)(1)).

I.5 Cash Carryover

A reserve for cash carryover will be budgeted in any fund which requires monies to be carried forward into the budget year to support operations until sufficient current revenues are received. This reserve will not exceed 20% of the fund budget (Florida Statutes, 129.01(2)(c)(2)).

I.6 Budget Transfers

The Director, Office of Financial Management & Budget, has authority to approve intradepartmental transfers during the budget year. All other budget transfers (i.e. between departments, out of contingencies and reserves and between capital projects) require approval of the Board of County Commissioners.

I.7 Budget Performance Reports

The Office of Financial Management and Budget will provide quarterly reports during the budget year to the County Administrator and Board of County Commissioners, evaluating actual revenues and expenditures in comparison to budget.

II. REVENUE POLICIES

II.1 General Revenue Policy

Generally, the County reviews estimated revenue and fee schedules as part of the budget process. Estimated revenue is conservatively projected (at 95% of estimate) for five (5) years and updated annually. Proposed rate increases are based upon:

- ✓ Fee policies applicable to each fund or activity.
- ✓ The related cost of the service provided.
- ✓ The impact of inflation in the provision of services.
- ✓ Equity of comparable fees.

The Revenue Policy of Palm Beach County includes these informal policies, with the addition of:

- Maintenance of a diversified and stable revenue system to shelter the County from short run fluctuations in any one revenue source.

II.2 Revenue Summaries

As part of the annual budget process, a consolidated summary of revenue sources will be prepared and incorporated into the County's budget documents.

II.3 Ad Valorem Taxes

The use of Ad Valorem tax revenues will be generally limited to the following funds:

Countywide:

General
Fine & Forfeiture
Capital Outlay
Transportation Improvement
Parks Improvement
Public Building Improvement
Debt Service

Dependent Districts:

County Library
Fire/Rescue MSTU

Specific allocations of such revenue will be made during the annual budget process.

II.4 Gas Taxes

The use of Gas tax revenues will be generally limited to the following funds:

County Transportation Trust
Transportation Improvement

II.5 Sales Taxes

The use of Sales tax revenue will be generally limited to the following funds:

General
County Transportation Trust
Debt Service
Transportation Improvement

II.6 Impact Fees

Palm Beach County shall require new development activity to pay fair share fees for new capital facilities or expansion of existing facilities. Fees shall not exceed a pro rata share of the reasonably anticipated costs of such improvements.

Impact fees have been implemented for parks, roads, libraries, fire/rescue, public buildings, schools, law enforcement and solid waste.

II.7 Utility Tax

The utility tax is a tax imposed on the purchase of utility services. It provides additional revenue necessary to maintain adopted levels of service, specifically the Sheriff's road patrol.

II.8 Tourist Development Taxes

The use of Tourist Development tax revenues will be generally limited to the Tourist Development Trust Fund and the Beach Improvement Fund.

II.9 Grants

Only such grants which can reasonably be expected to be received will be considered as revenue sources for budget development purposes. The County shall amend its Budget to reflect additional grants received during the budget year.

II.10 Restricted Revenues - Bonds

Revenues which have been pledged to bondholders shall be restricted and shall conform in every respect to bond covenants.

II.11 Countywide Revenues collected on a Countywide basis will be allocated only to funds which provide Countywide services.

II.12 Cost Recovery Fees (User Charges)

Cost recovery fees, where appropriate, should be established to offset the cost of providing specific services, and should be reviewed on a regular basis. Board policy provides for moving towards full recovery, and the Board will examine and act on exceptions to that policy.

Where full cost recovery is deemed inappropriate, cost recovery ratios should be established for consideration by the Board. (Upon approval by the Board, cost recovery ratios will be incorporated into the County's Financial Policies.)

II.13 Private Contributions

The County provides many services to its residents, thereby enhancing the "Quality of Life" in our County.

To the extent possible, efforts should be made to secure private contributions, whether in the form of volunteer services, equipment, or cash contributions. This is particularly important in helping to defray the taxpayer burden of providing programs and activities which may be considered primarily "quality of life" in nature, such as various community services, cultural and recreational activities.

III. EXPENDITURE POLICIES

III.1 Administrative Charges

The County has in place a federally-approved overhead distribution system which allocates General Fund Administrative Charges to the various County entities benefiting from such administrative activities. The existence of this system assures qualification for federal reimbursement of administrative costs associated with federal programs.

III.2 County Grants

As part of its annual budget process, the County identifies amounts to be granted to various community agencies which provide valuable services to the County's residents.

Because of increasing demands on the County's limited resources, the County will provide a maximum of the amount budgeted to each grant recipient. In the event that a grant recipient requests additional County funding, such request will be considered in the next year's budget process.

III.3 Grant Supported County Programs

The County conducts a variety of programs which depend on outside grants to the County for partial funding. In the event of reductions in such outside funding amounts, the program service levels will be reduced, and additional County support will not be provided to compensate for the reduction of outside funding.

Full recovery of annual and sick leave for employees working under a grant shall be undertaken.

III.4 Performance Measures

The County has developed "Performance Measures" for each of its departments in order to assure that maximum productivity is being achieved.

Where Performance Measures demonstrate that activities could more cost- effectively be provided by outsiders, contracting out of such activities will be considered.

Performance Measures will also provide management with criteria to use in evaluating departmental requests for increased funding levels.

III.5 Categorization of Services

The County will segregate its various services into distinct categories, in order to set priorities for allocating available money.

The categories can be generally defined as follows:

Basic or Core Services - These are services which are best performed at the County level and are most closely linked to protecting the health and safety of citizens. Legally mandated services or commitments are also included in this category.

Maintenance of Effort Services - These are services which the County has traditionally provided.

Quality of Life - These are activities which are provided for more specialized groups and enhance the desirability of Palm Beach County as a place to live.

IV. RESERVE POLICIES

A formally adopted reserve policy is an important factor in maintaining the fiscal health of Palm Beach County.

There are three (3) primary types of reserves:

Operating Reserves
Capital Reserves
Debt Reserves

The degree of need for these reserves differ, based upon the type of fund or operation involved. However, one policy statement for each type of reserve can be uniformly applied to most funds (excluding Airport, and Water and Sewer, which are subject to various regulatory requirements).

Board approval is required to move funds from Reserve accounts into expenditure line items.

IV.1 Operating Reserves

Reserve for Contingency - provides for unexpected expenditures which are deemed necessary during the budget year.

IV.2 Capital Reserves

Capital Reserves are established primarily to set aside funds to provide for additional projects, or additions to existing budgeted projects, which may be deemed appropriate for funding after the Annual Budget is adopted.

IV.3 Debt Reserves

Debt reserves are established to protect bondholders from payment defaults. Adequate debt reserves are essential in maintaining good bond ratings and the marketability of bonds.

The amount of debt reserves is established by bond indenture in association with each bond issuance.

These policy statements are intended to apply to various funds of the County. It is recognized that various Federal, State and Local laws and regulations, and specific financial policies may supersede these policies.

V. DEBT POLICIES

Palm Beach County will use debt financing when it is appropriate. It will be judged appropriate only when the following conditions exist:

1. When non-continuous capital improvements are desired.

2. When it can be determined that future citizens will receive a benefit from the improvement.

When Palm Beach County utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

1. Conservatively projecting the revenue sources that will be utilized to pay the debt.

2. Financing the improvement over a period not greater than the useful life of the improvement.

Additionally, the County has the following policies in relation to debt financing:

1. Where possible, the County uses special assessment, revenue, or self-supporting bonds instead of general obligation bonds.

2. Palm Beach County maintains good communications with bond rating agencies about its financial condition.

Annual budgets and long-range forecasts include debt service payments and reserve requirements for all debt currently outstanding and for all proposed debt issues.

VI. CAPITAL IMPROVEMENT POLICIES

VI.1 Six Year Program

The County will develop a six year Capital Improvement Program as part of each year's annual budget process, and will make all capital improvements in accordance with the adopted Annual County Budget.

The County will identify the estimated costs and potential funding sources for each capital project before it is submitted to the Board of County Commissioners as a component of the six year program.

VI.2 Operating Costs

The costs of operating and maintaining all proposed projects will be identified and incorporated into six year financial projections for operations.

VI.3 Capital Financing

The County Administrator will determine, and recommend to the Board, the least costly financing method for all capital projects.

VI.4 Renewal and Replacement

The County shall develop and implement a program for identifying, scheduling and budgeting the renewal and replacement requirements of capital facilities.

FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING

Palm Beach County develops its Budget in accordance with the requirements of the Florida Statutes and generally accepted accounting principles (GAAP). GAAP requires that the budget for certain funds be developed using the modified accrual accounting method. The County develops and adopts budgets for its proprietary (businesslike) funds on the full accrual accounting method.

Fund Accounting

In governmental accounting, the resources of the government are accounted for through funds. A fund is a separate fiscal and budgetary entity. Funds are set up to demonstrate stewardship and fiscal accountability for the resources entrusted to the government. The number and type of funds used is guided by sound financial judgement and the requirements of the Florida Statutes. Palm Beach County utilizes the following types of funds in its Budget:

Governmental Funds

General Fund - This fund is the general operating fund of the Board. It is used to account for all financial resources received by the County, other than those which are accounted for in another fund.

Special Revenue Funds - These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes (other than Capital Project or Special Assessment type revenues).

Debt Service Funds - These funds are used to account for the accumulation of resources for the payment of principal, interest and other related costs on the general long-term debt of the County.

Capital Project Funds - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or improvements (other than those financed by Proprietary or Special Assessment funds).

Proprietary Funds

Enterprise Funds - These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Internal Service Funds - These funds are used to account for the goods and services that are provided by departments for the benefit of other County departments, on a cost reimbursement basis.

Measurement Basis

In governmental accounting, the measurement basis used for the accounting system depends on the fund or funds involved.

Governmental funds use the modified accrual basis of accounting. Under this basis, revenues are recognized if they are measurable and available for use during the year. Expenditures are recognized in the period the liabilities are incurred if measurable, except for accrued interest of general long-term debt which is recognized when payment is due to bondholders.

Proprietary funds use the full accrual basis of accounting. Under this basis, revenues are recognized in the period earned and expenses are recognized in the period that the liabilities are incurred.

Financial Statements

In governmental accounting, the focus for budgeting, measuring and reporting on financial activity depends on the funds involved.

Governmental funds are accounted for on a "financial resource flow" focus. This means that governmental fund balance sheets will only contain current assets, current liabilities and the excess of current assets over current liabilities, which is called fund balance or fund equity. Governmental fund operating statements present increases in resources (revenues and other financing sources), uses of resources (expenditures and other financing uses) and changes in fund balances.

Proprietary funds are accounted for on an "income determination" measurement focus. Accordingly, all assets and liabilities are included on their balance sheets. Proprietary fund operating statements present increases (revenues) and decreases (expenses) in total economic net worth (fund equity).

MAJOR REVENUE SOURCES

The following listing presents the major sources of revenue included in the FY 1993-94 Adopted Budget:

REVENUE SOURCE	DESCRIPTION
Property Taxes	Increase in taxable values of 1.8%. Decrease in countywide millage rate to 4.5499 mills, a decrease of 1.6% over the FY 1992-93 millage rate. The decreased millage rate coupled with new construction will generate $3.5 million less in Countywide tax dollars than was generated in FY 1992-93.
Tourist Tax	Tax rate of 3% on transient lodgings.
Gasoline Taxes	Local option gas taxes of 11 cents per gallon plus Ninth Cent Constitutional and County gas taxes totalling 4 cents per gallon.
Building Permits	Fees for the issuance of building permits on new construction. New construction for FY 1993-94 is estimated at $ 1.2 billion.
Federal Grants	Federal grant funding for capital improvements, a variety of social service and community needs.
State Grants	Various grants for a variety of local needs.
State Shared	Principally composed of State Revenue Sharing which is a distribution of intangible and cigarette taxes. The revenue is substantially used for General Fund expenditures.
1/2 Cent Sales Tax	Represents the ordinary distribution by the Department of Revenue, based on 9.613% of the net adjusted sales tax collection by the county and the application of allocation formulas to distribute the tax to the county and its municipalities.
Electric Utility Franchise Fees	Franchise fees on electric revenues of Florida Power and Light (FPL) in the unincorporated areas of the County.
Utility Service Taxes	Tax on the purchase of telecommunication services, electricity and metered or bottled gas in the unincorporated areas of the County.

Charges for Services - Water & Sewer	Represents operating revenues for the County's Water and Sewer Department.
Charges for Services - Airport	Represents operating revenues for the County's Department of Airports. Major revenue components for the fiscal year 1993-94 include landing fees of $6.9M, rental revenue of $21.3M and concession revenue of $13.9M.
Charges for Services - Other	Represents revenues stemming from charges for current services provided to the public. Major components for the fiscal year 1993-94 include County Home receipts of $4.7M, court fees of $3.9M, bus fares of $1.3M and parking fees of $2.4M.
Charges for Services - Public Safety	Represents charges for services received from Public Safety. Major components for the fiscal year 1993-94 are charges for police services and Sheriff fees of $8.3M, fire protection services of $3.4M and animal care and control fees of $1.6M.
Interest	Earnings from investment of funds and profits on sale of investment securities.
Special Assessment & Impact Fees	Assessments represent collections that have resulted from compulsory levies against certain properties to help defray part or all of the cost of specific improvements or services that are presumed to be of special benefit to the assessed properties themselves. Impact fees are levied on new development at the time of issuance of a building permit. They are assessed to partially finance additional public facilities required to meet the needs of new development.
Transfers	Represents funds transferred from one fund to another. A transfer out of a fund is reflected as an expense while a transfer into a fund appears as a revenue.
Debt Proceeds	Represents debt financing for FY 1993-94, which includes the following bond issues to fund specific capital projects: a) $20.3M for construction of the Judicial Center Parking Garage, b) $9.15M to construct a golf course in Okeeheelee Park and c) $14.6M for completion of the Criminal Justice Facility.

Excess Fees from Constitutional Officers	Represents excess FY 1993-94 revenues from various Constitutional Officers who operate fee supported budgets, i.e., Tax Collector and Property Appraiser; Courts. State law requires that any excess of receipts over costs of operation be turned over to the County Commission after year end.
Internal Services	Represent revenues earned by some County funds for providing services to other County funds on a cost reimbursement basis.
Fund Balances	Represent unexpended resources of the previous fiscal year. The major components of fund balances are proceeds of bond issues and other resources which have been set aside for capital improvements. In addition, fund balances also provide funding for County operating programs.

PROPERTY TAXES

Property Taxes (also called Ad Valorem Taxes) represent Palm Beach County's largest single revenue source. State laws carefully dictate regulations on how counties and other taxing entities must proceed in levying property taxes. Following are the highlights relating to Palm Beach County's property taxes:

Basis
County property taxes are based on two types of property:

1. Real Estate - land and improvements thereon.

2. Tangible Personal Property - business fixtures, equipment and machinery, household goods, personal effects, etc. (household goods and personal effects of Florida legal residents are exempt.)

   (Note: "Intangible Personal Property" is a State tax, handled directly by the State Department of Revenue.)

   The value of property for tax purposes is established according to law and professional appraisal practice by the County Property Appraiser, an elected constitutionally established officer.

Exemptions The major exemptions from property tax are:

Homestead	- $25,000 for all permanent residents of Florida.
Widows	- $500 for widows who are permanent residents of Florida.
Disability	- $500 for permanent residents of Florida who are totally and permanently disabled.
Quadriplegic	- Total exemptions for any real estate owned and used as a homestead by a Quadriplegic.
Institutions	- Total exemptions for sections of not-for-profit organizations used for literary, scientific, educational, and charitable purposes.
Government	- Total exemptions for all governmental property

Rates

Property tax rates are expressed as a "millage rate", which is applied to taxable property values to calculate the property tax to be paid. One "mill" is 1/10th of a penny, or $1.00 of tax for each $1,000 of taxable value.

Example:
On an "average" property value of $98,370, a millage rate of 4.5499 mills, as included in the FY 1993-94 Adopted Budget, would yield a property tax bill of $333.83, calculated as follows:

Property Value	$ 98,370
Less: Homestead Exemption	-25,000
Taxable Value	$ 73,370

$$\frac{\text{Taxable Value}}{1{,}000} \times \text{Millage Rate} = \text{Tax Bill}$$

$$\frac{\$\ 73{,}370}{1{,}000} \times 4.5499 = \$333.83$$

Maximum Millage Rate

Florida Statutes limit the Countywide millage rate to a maximum of 10 mills, excluding voter-approved debt service millage rates.

Rolled-Back Rate

A significant concept in Florida statutes relating to property tax levies is the "Rolled-Back Rate"; it is defined as that millage rate, which exclusive of new construction, will provide the same property (ad valorem) tax revenue as was levied during the prior year. The Rolled-Back Rate is calculated as follows:

(A) Prior year tax proceeds

(B) Current year adjusted taxable value
(i.e. excluding new construction)

(A) divided by (B) = Rolled-Back Rate

Procedure

The Florida statutory requirements relating to formally establishing the millage rate are complex. Following are two of the most significant steps in the procedure:

Notification Each property owner is notified, prior to public hearings on the County Budget, of proposed property taxes for each parcel of taxable property owned.

Public Hearings Each property owner is also notified of the dates and times of public hearings to finalize the Budget and millage rate. Each is finalized at the second of two public hearings.

Collection

Taxes are collected by the County Tax Collector, an elected, constitutionally established officer. Discounts are available for payments in the following months:

Monthly Payment	Discount
November	4%
December	3%
January	2%
February	1%

Taxes become delinquent on April 1, and are then subject to penalty fines.

Taxing Entities

There are a great number of taxing entities in the geographical boundaries of Palm Beach County.

The property taxes levied by and paid to Palm Beach County and its dependent districts consist of the following for FY 1993-94:

- Countywide
- Dependent Taxing Districts:
  Palm Beach County Library
  Glades Regional Fire MSTU
  Fire/Rescue Countywide MSTU

GRANTS RECEIVED

The County receives grants from both the Federal Government and the State of Florida. The following grants are included in the annual budget.

DEPARTMENT	PURPOSE	FUNDING AGENCY	EXPIRATION DATE
Airports	Airport Improvement Program	Federal–DOT/FAA State–DOT	Various
Community Services Head Start and Children Services	The Head Start Program provides comprehensive services to low–income, pre–school children and their families. Portions of the Head Start Program address special areas of need. These These areas are: Development for Disabled Children provides services to children with special needs; Disabilities Cluster Coordinator provides staff with training in needs assessment and tech–nical assistance; Credential/Technical Training provides an opportunity for caregivers working with children to demonstrate competence and earn a Child Development Associate Credential.	Federal–HHS	9/30/94
	The Child Care Food Program provides Type A breakfasts, lunches, and afternoon snacks to pre–school children on a daily basis.	Federal–USDA	9/30/94
Community Action Program	The Community Service Block Grant provides supportive, informational, referral and various other services to low and moderate income families.	Federal–HHS	9/30/94
DOSS	Titles III–B, C1 and C2 provide transportation, recreational, educational, congregate and home delivered meals to senior citizens.	Federal–HHS USDA	12/31/93
	Community Care for the elderly provides case management, personal care, homemaking, respite and adult day care services to functionally impaired adults.	State–HRS	6/30/94
HCD	Housing & Community Development's goals are to revitalize communities by providing decent housing and a suitable living environment, as well as, provide emergency shelter for the homeless.	Federal–HUD	N/A
Human Services	The Homeless Grant provides emergency shelters, rents, utilities, food, child care costs information and referrals to help locate and access suitable and affordable housing to prevent or alleviate homelessness.	State–HRS	12/31/93

GRANTS RECEIVED

DEPARTMENT	PURPOSE	FUNDING AGENCY	EXPIRATION DATE
Senior Aides	The Senior Aides Employment Program provides part–time employment for qualifying men and women.	Federal–DOL	6/30/94
Adult Migrant	The Adult Migrant Program provides employment and training services to eligible farm workers and their families.	Federal–DOT	6/30/94
Environmental Resources Mgmt.	To assist the County in developing artificial reefs.	Federal–Dept. of Interior	9/30/94
Library	To aid PBC in the provision of public library service that meets the informational, educational, cultural and recreational needs of County residents.	Federal–DOE State–Dept of State	9/30/94
Mass Transportation	UMTA provides funds for operating assistance and capital improvements.	Federal–DOT State–DOT	Various
Metro–Planning Organization	To provide funding for transportation planning for the eastern urbanized portion of Palm Beach County.	Federal–DOT State–DOT	Various
Public Safety Emergency Management	To develop an effective Civil Defense organization to plan and coordinate emergency activities in case of attack or natural disaster.	Federal–FEMA	9/30/94
Emergency Medical	The EMS program is to monitor and enforce the standards and regulations for the EMS System. To coordinate data, evaluate and report on the quality of care delivered and identify the Effectiveness of the EMS System.	State–HRS	9/30/94

GRANTS PROVIDED

The County provides grants to various entities and includes such amounts in its budget. Following are grants provided through the General Fund in the 1993-94 Budget:

AGENCY	ACTUAL FY 91-92	ESTIMATED FY 92-93	AGENCY REQUEST FY 92-93	APPROVED FY 93-94
PRIORITY I AGENCIES				
COMPREHENSIVE ALCOHOLISM REHABILITATION PROGRAM Provides alcohol and drug abuse treatment services and conducts programs to increase public awareness of chemical dependency and the results of such dependency.	816,557	572,207	830,964	830,964
CRISIS LINE INFORMATION & REFERRAL SERVICES Provides crisis intervention, suicide prevention, telecommunication for the deaf and information and referrals on a 24 hour per day, 7 days per week basis, free of charge.	28,109	28,109	28,950	28,109
DRUG ABUSE FOUNDATION OF PALM BEACH COUNTY Provides services to encourage and support the process of recovery and to promote drug-free living for substance abusers, potential substance abusers and their families residing in the Southern Palm Beach County Catchment area.	469,725	247,441	357,419	439,725
DRUG ABUSE TREATMENT ASSOCIATION Provides drug abuse treatment and prevention programs for chemically dependent persons that will alleviate the drug abuse and related problems. Services are provided through outpatient and residential treatment as well as education programs.	107,241	110,402	110,402	110,402
45TH STREET MENTAL HEALTH CENTER Provides mental health services to residents of the northern section of the County including crisis intervention, assessment, medication clinics, outpatient services, case management, residential treatment and crisis stabilization.	559,279	559,279	559,279	559,279
GRATITUDE GUILD Supports and promotes a 24 hour per day residential treatment facility for substance abusing adult women.	58,174	62,094	66,000	62,094
GULFSTREAM GOODWILL INDUSTRIES Assists the severely disabled and others with disabilities to maximize earned income, enhance socialization skills, upgrade activities of daily living and achieve optimal level of independence. This is done through work evaluation, adjustment training, situational assessment, transitional extended employment and job seeking skills training.	7,841	0	0	0
JEFF INDUSTRIES Provides paid employment, training and work experience in various trades for adults suffering from chronic mental illness.	46,963	46,963	57,000	46,963

AGENCY	ACTUAL FY 91-92	ESTIMATED FY 92-93	AGENCY REQUEST FY 92-93	APPROVED FY 93-94
PANDA Provides comprehensive detoxification, residential and outpatient service to addicted mothers in the Glades communities. The program is operated by Western Palm Beach County Mental Health Clinic.	50,000	19,327	19,327	50,000
PARENT-CHILD STUDY CENTER OF THE PALM BEACHES Provides various mental health services such as stabilization, consultation and education to children, adolescents and their families in the North Catchment area of the County.	150,939	150,939	150,939	150,939
SOUTH COUNTY MENTAL HEALTH CENTER Provides various services in order to improve the quality of life of mentally disabled clients residing in the South Catchment area of Palm Beach County.	932,784	932,784	981,696	932,784
WAYSIDE HOUSE, INC. Provides a residential treatment and rehabilitation program for females suffering from alcohol and drug addiction in the South Catchment area of the County.	49,359	53,280	60,000	53,280
WESTERN PALM BEACH COUNTY MENTAL HEALTH CLINIC Provides mental health, alcohol and drug treatment services to residents of the Western Palm Beach County Catchment area.	318,297	318,297	318,297	318,297
TOTALS FOR PRIORITY I AGENCIES	3,595,268	3,101,122	3,540,273	3,582,836
PRIORITY II AGENCIES				
ADOPT-A-FAMILY To sustain the families for twelve to eighteen months until the family attains self-sufficiency by providing total care management, emergency assistance, adoption support and supportive services.	19,000	19,000	23,445	19,000
AID TO VICTIMS OF DOMESTIC ASSAULT Provides shelter and various other services to victims of domestic assault. Also works to educate the community as to the nature of such violence and its effects on individuals, families and society.	35,000	35,000	40,000	35,000
ALZHEIMER'S ASSOCIATION (ADRDA) GREATER PALM BEACH AREA CHAPTER Provides Alzheimer's Disease and related disorders families with needed medical/social service providers at all stages of the disease.	48,000	48,000	159,505	48,000
ASSOCIATION FOR RETARDED CITIZENS OF PBC Provides direct services and referrals to mentally retarded citizens living in the eastern section of the County. Works with legislators to ensure the rights of the mentally retarded and speaks to groups to promote acceptance and understanding on the part of the public.	25,000	25,000	30,000	25,000
CENTER FOR GROUP COUNSELING E.H. FAULK FOUNDATION Provides free or low-cost psychological help for those unable to afford private treatment. Counseling is in mixed groups with a professional counselor.	58,950	58,950	68,950	58,950

AGENCY	ACTUAL FY 91-92	ESTIMATED FY 92-93	AGENCY REQUEST FY 92-93	APPROVED FY 93-94
CENTER FOR FAMILY SERVICES CHILD CARE RESOURCE & REFERRAL PROGRAM Provides counseling to help parents determine what their specific child care needs are in order to constructively influence social conditions which are detrimental to positive family functioning.	32,500	32,500	50,000	32,500
CHILD KEEPERS OF FLORIDA Works to prevent kidnapping and abduction of children through seminars and Child Safety Days. Also works to recover missing children by printing and distributing posters.	18,900	18,900	18,900	18,900
CITIES IN SCHOOLS Works to reduce the dropout rate in schools by identifying those at risk of dropping out of school, and providing the human services necessary to encourage the students to stay in school.	16,888	16,888	16,888	16,888
CRISIS LINE INFORMATION & REFERRAL SERVICES Geriatric Crisis and Outreach, a program of Crisis Line Information and Referral Services, provides early intervention through crisis stabilization in order to reduce the emotional, financial, and social costs to the client, human care system and society in general, and support the elderly so that they may remain in the least restrictive environment possible.	65,000	65,000	66,950	65,000
DEAF SERVICE CENTER Provides comprehensive services to hearing impaired persons and normal hearing people and organizations who need to interact with the hearing impaired.	53,000	53,000	65,000	53,000
SCHOOL BOARD OF PALM BEACH COUNTY - TITLE XX DAY CARE MATCH Local match for state and federal funds that are distributed to child day care centers throughout the County, enabling low-income children to receive day care services.	200,000	301,000	200,000	200,000
EPILEPSY ASSOCIATION OF THE PALM BEACHES Assists individuals with epilepsy and their families in securing information, diagnosis, treatment, education and habilitation services in order to achieve their full potential.	30,995	30,995	30,995	30,995
FARMWORKERS COORDINATING COUNCIL OF PB COUNTY Provides services to migrant, seasonal farmworkers and other disadvantage individuals. Services include counseling, information and referral, translation, transportation, educational, housing and health programs, emergency food, clothing and financial assistance.	54,000	54,000	54,000	54,000
GLADES AREA ASSOCIATION FOR RETARDED CITIZENS Provides educational and vocational services for mentally retarded preschoolers and adults in the western section of the County. Additionally, public education and advocacy services are provided.	24,703	24,702	27,357	24,703
HAITIAN AMERICAN COMMUNITY CENTER Acts as a service and advocacy agency for Haitians living in the County. Also promotes English literacy, interprets, translates and helps clients access other social services.	60,000	60,000	83,204	60,000

AGENCY	ACTUAL FY 91-92	ESTIMATED FY 92-93	AGENCY REQUEST FY 92-93	APPROVED FY 93-94
HEALTHY MOTHERS/HEALTHY BABIES COALITION OF PBC Promotes, through the cooperative efforts of public and private agencies, the improved health of children and women of child-bearing age in the County.	58,560	58,560	74,600	58,560
HISPANIC HUMAN RESOURCES Provides a comprehensive network of social services to Hispanic and other low-income, disadvantaged individuals. Also provides direct and access services to those who, due to language, cultural barriers, physical handicaps or lack of awareness, are unable to use available community services.	36,750	36,750	36,750	36,750
HOSPICE BY THE SEA Provides medical care and comfort to patients who have been diagnosed as being terminally ill with a life expectancy of one year or less.	22,360	22,360	37,440	22,360
THE LORD'S PLACE Provides food and shelter to the hungry and homeless in Palm Beach County. Operates three (3) family shelters of which one shelter is located in Broward County, one dormitory for women and two vans which deliver food and clothes to low income areas and migrant camps. Operates the USDA surplus food program	108,000	108,000	108,000	108,000
MAE VOLEN SENIOR CENTER Provides community care and transportation programs, adult education classes and other supportive services to improve the quality of life and prevent the premature institutionalization of senior citizens.	46,200	46,200	65,000	46,200
PALM BEACH COUNTY KIDNEY ASSOCIATION Provides transportation for patients to and from dialysis treatment and promotes the highest level of health, education and treatment for County residents with renal failure.	55,944	55,945	59,170	55,945
PALM BEACH HABILITATION CENTER Trains adults with disabilities to become employable and to maximize their development toward full or greater independence at work, home and in the community.	34,950	34,950	39,714	34,950
REHABILITATION CENTER FOR CHILDREN AND ADULTS To improve physical function, independence, communication, and social skills of patients referred by licensed Florida Physicians through the process of rehabilitative services.	50,000	50,000	50,000	50,000
SEAGULL INDUSTRIES FOR THE DISABLED Provides training to moderately to severely mentally retarded adults which will enable them to function as independently and self-sufficiently as possible within the limits of their abilities.	24,000	24,000	30,000	24,000
CENTER FOR FAMILY SERVICES-TRAVELERS' AID Provides services to individuals and families from outside of the County who, while in the County, have lost the ability to function and cope well enough to meet their daily needs in order to sustain life. Also reunites these people with their families and hometown resources outside of the County	30,000	30,000	36,000	30,000

AGENCY	ACTUAL FY 91-92	ESTIMATED FY 92-93	AGENCY REQUEST FY 92-93	APPROVED FY 93-94
UNITED WAY OF PALM BEACH COUNTY - RETIRED SENIOR VOLUNTEER PROGRAM Recruits, interviews and places senior volunteers in non-profit human service agencies in order to provide financial savings to the agency, community taxpayers along with an experience of personal fulfillment to the volunteer.	26,250	26,250	26,250	26,250
URBAN LEAGUE OF PALM BEACH COUNTY Provides technical assistance to Minority Human Services for new and established organizations to enhance competiveness in seeking funding sources and implementing programs.	0	0	114,375	40,000
UPLIFT ASSISTANCE Provides counseling, emergency food and housing, clothing, employment assistance and other supplemental needs.	18,000	18,000	50,000	18,000
YWCA-HARMONY HOUSE Provides shelter, counseling and transportation to women and children victims of domestic violence.	18,081	18,977	25,000	18,977
YWCA-MOBILE VAN Provides therapeutic and recreational activities to economically disadvantaged seniors and preschoolers throughout the County.	19,898	20,749	25,000	20,749
TOTALS FOR PRIORITY II AGENCIES	1,290,929	1,393,676	1,712,493	1,332,677
TOTAL - ALL AGENCIES	4,886,197	4,494,798	5,252,766	4,915,513

GRANTS PROVIDED

The County also provides grants through the Tourist Development Trust Fund to help support various cultural organizations and activities whose existence enhance the County's image as a tourist destination. Following are grants provided through the Tourist Development Trust Fund in the FY 1993–94 Budget:

	Estimated FY 1992–93	Approved FY 1993–94
Armory Arts	5,800	9,500
Ballet Florida	70,500	75,000
Boca Raton Museum of the Arts	32,900	30,000
Boca Raton Symphonic Pops Orchestra	56,400	75,000
Burt Reynolds Institute	17,400	20,000
Caldwell Playhouse	70,500	100,000
Caldwell/Mizner Festival	70,500	100,000
Delray Affair	15,000	20,000
Dolly Hand Cultural Arts Center	16,400	11,000
Duncan Theatre	14,500	17,800
Greater Palm Beach Symphony	4,800	0
Guild International Piano Competition	9,700	10,000
Hispanic Cultural Arts Festival	32,900	40,000
Jewish Arts Foundation	4,800	4,500
Klein Choreographers	0	12,500
Klein Dance	7,700	9,000
Kravis Center	400,000	190,000
Lighthouse Gallery	7,200	3,600
Little Palm Theatre	0	4,000
Miami City Ballet	24,200	35,000
Monte Carlo Festival	0	85,000
Norton Gallery & School of Art	84,600	100,000
Opera Antica	4,000	10,000
Palm Beach Opera	70,500	75,000
Palm Beach Shakespeare Institute	0	8,000
PBCC Museum of Arts	9,700	14,000
PBCCF Lakefront Legacy	9,700	0
Philharmonic Orchestra of Florida	75,200	90,000
Quest Theatre & Institute	3,800	8,800
Regional Arts Foundation	70,500	80,000
Soulfest	14,500	20,000
South Palm Beach Jewish Federation	0	10,000
Sunfest	89,300	125,000
Theatre Club of the Palm Beaches	47,000	60,000
Total	**$ 1,340,000**	**$ 1,452,700**

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